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SAN FRANCISCO  
BOARD OF SUPERVISORS  
GOVERNMENT EFFICIENCY  
AND LABOR COMMITTEE  
MINUTES

This volume includes Calendars and Budget Analyst Memoranda.  
Minutes of the meetings in this volume are not available.





## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 2, 1993

DOCUMENTS DEPT.

TO: Government Efficiency and Labor Committee

SEP 26 2000

FROM: Budget Analyst

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SUBJECT: August 4, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-90-1.1

**NOTE:** This item was continued by the Government Efficiency and Labor Committee at its meeting of July 21, 1993.

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Request for release of reserved funds in the amount of \$2,000,000 for the MUNI Metro Turnback project.

**Amount:** \$2,000,000

<b>Source of Funds:</b>	Federal Section 3 Capital Assistance Funds	\$35,393,400
	Local Match *	<u>11,797,800</u>
	Total	\$47,191,200

\* Local match resources include State Transit Capital Improvement Funds, Clean Air and Transportation Improvement Act of 1990, Kopp-Katz-Baker Transportation Blueprint for the Twenty-First Century, State Transit Assistance Funds, Bridge Toll Net Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds and/or Transportation Sales Tax Revenues.

**Description:**

The Board of Supervisors previously authorized the Public Utilities Commission to apply for, accept and expend Federal Capital Assistance funds in the amount of \$35,393,400 plus local matching funds of \$11,797,800, for a total of \$47,191,200, for the MUNI Metro Capital Improvement Project (File 94-90-1). Of the \$47,191,200, \$2,000,000 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. The \$2,000,000 is for professional services including public information, archeology and construction management.

The MUNI Metro Capital Improvement Project will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. The total cost of the project is approximately \$202,000,000. MUNI expects to complete construction by 1995.

**Comments:**

1. MUNI has selected Bechtel Corporation to perform construction management and engineering support services on a sole source basis. The plans and specifications already prepared by Bechtel not only define the structures to be built but also prescribe precisely how these structures are to be built. As such, Bechtel was selected on a sole source basis because the contractor was the most knowledgeable of the conditions and specific construction techniques developed for this project. The total amount of the contract with Bechtel is \$20,584,970, of which \$2,000,000 is the subject of this reserve.

2. Ms. Gail Bloom, of PUC, advises that the professional services, including public information, archeology and construction management, will be provided as part of the prime contract with Bechtel Corporation. The contract costs are as follows:

Memo to Government Efficiency and Labor Committee  
 July 21, 1993 Government Efficiency and Labor Committee Meeting

Prime Contractor

<u>Bechtel</u> , Overall review and control of project	\$794,305
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Sub-Contractors, MBE

<u>PGH Wong</u> , System-wide testing; signal communication engineering support	\$67,444
<u>John Warren</u> , Scheduling, concrete specialist and utilities engineering support	67,441
<u>EPC</u> , Tunnel inspection	84,816
<u>Luster</u> , Contract administration, field engineering and quality assurance	158,317
<u>AGS</u> , Ground monitoring	27,123
<u>AGS/Chew et. al.</u> , Ground monitoring	78,203
<u>Geotopo</u> , Mapping	20,738
<u>PCH Wong/Luster</u> , Electrical engineering	16,476
<u>Luster/Warren</u> , Utilities	13,646
<u>EPC/Luster</u> , Cut and cover engineering	20,249
<u>MBE for Computers</u> , Computer hardware	6,850
<u>Special T</u> , Messenger services	<u>3,182</u>
Subtotal	564,485

Sub-Contractors, WBE

<u>Faye Bernstein</u> , (1) Adjacent building structural engineering and inspection	67,802
(2) Community Relations	3,886
<u>Public Affairs Management</u> , Community relations	79,578
<u>Dynamic Consultants</u> , Material testing	24,290
<u>A. Hernandez</u> , Community, public information	3,886
<u>Creative Communications</u> , Reproduction	<u>13,602</u>
Subtotal	193,044

Sub-Contractors, Non-MBE/WBE

<u>Don Todd</u> , Administration and cost estimation	\$66,501
<u>Harding and Lawson</u> , Hazardous materials	10,133
<u>Dames and Moore</u> , Instrumentation and geotechnical engineering	117,304
<u>Towill</u> , Survey and settlement monitoring	31,108
<u>T. Y. Lin</u> , Cut and cover engineering support	19,821
<u>Special Consultants</u> , Rail foamers	41,754
<u>Wilson Ihrig</u> , Noise	<u>486</u>
Subtotal	<u>287,107</u>

Total Contractual Services	\$1,838,941
Contingency @ 5 % of \$1,838,941	<u>91,947</u>
Subtotal	\$1,930,888
Additional Contingency Funds - Unspecified	<u>69,112</u>

TOTAL	\$2,000,000
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**BOARD OF SUPERVISORS**  
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Memo to Government Efficiency and Labor Committee  
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3. Ms. Gail Bloom of the PUC advises that the MBE/WBE participation under the Bechtel contract amounts to 37.9 percent (28.2 percent MBE plus 9.7 percent WBE) within the total contract amount of \$2,000,000.

4. Ms. Mary Williams of the PUC Utilities Engineering Bureau (UEB), advises that the contingency for the reported contractual services is five percent of the total amount of \$1,838,941. As such, Ms. Williams concurs that \$69,112 should remain on reserve until further information is provided to detail additional expenditures for the contractual services. Ms. Williams further advises that such funds might be used for the following:

- additional services relating to environmental mitigation;
- rescheduling analyses of major construction activities;
- additional services due to changed conditions;
- analyses of major construction claims; and
- additional community or agency liaison services.

**Recommendation:** Release \$1,930,888 of the requested \$2,000,000 release of reserve and continue to reserve the balance of \$69,112 pending further information on contract cost details.

Item 1b - File 94-91-7.2

**Note:** This item was continued by the Government Efficiency and Labor Committee at its meeting of July 21, 1993.

**Department:** Public Utilities Commission (PUC)

**Item:** Release of reserved funds in the amount of \$329,000, for the F-Market-Embarcadero PCC Streetcars Project.

**Amount:** \$329,000

<b>Source of Funds:</b>	State Transit Capital Improvement funds	\$14,680,946
	Local Match	<u>14,680,946*</u>
	Total	\$29,361,892

\* Local match resources include Bridge Toll Net Revenues, State Transit Assistance Funds, Transit Impact Development Fees, Hetch Hetchy Funds, San Francisco Municipal Railway Improvement Corporation Funds, and Transportation Sales Tax Revenues.

**Description:** The Board of Supervisors previously authorized the PUC to apply for, accept and expend State Transit Capital Improvement funds in the amount of \$14,680,946 with a local match of \$14,680,946 for a total of \$29,361,892 for five Municipal Railway projects. Of the \$29,361,892, \$6,510,466 was placed on reserve pending the PUC's selection of contractors, the MBE/WBE status of the contractors and contract cost details. Of the \$6,510,466, \$5,850,000 is currently a companion release from reserve request to the Government Efficiency and Labor Committee (Item 1c - File 94-91-7.1).

The PUC is requesting that the subject \$329,000 be released from reserve for the F-Market-Embarcadero PCC (President's Conference Committee) Streetcars Project. These reserved funds and the required local match of \$329,439 total \$658,439, for the renovation of the F-Market-Embarcadero PCC Streetcars.

The Purchasing Department, through its Request for Proposals (RFP) process, selected Morrison, Knudsen Inc. to provide the necessary renovation of the proposed Streetcars, for the PUC. According to the Purchasing Department, Morrison, Knudsen Inc. was the only firm to respond to the RFP. Morrison, Knudsen Inc. is neither an MBE nor a WBE firm.

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Memo to Government Efficiency and Labor Committee  
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**Comment:** The PUC has requested that this item be continued to the Government Efficiency and Labor Committee meeting on August 18, 1993, in order to allow the Department additional time to provide the contract cost details.

**Recommendation:** Continue this item to August 18, 1993 as requested by the PUC.

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Item 1c - File 94-91-7.1

**NOTE:** This item was continued from the July 21, 1993 meeting of the Government Efficiency and Labor Committee Meeting

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Request for a release of reserved funds in the amount of \$5,850,000 for the MUNI Metro Turnback project.

**Amount:** \$5,850,000

<b>Source of Funds:</b>	State Transit Capital Improvement Funds	\$14,680,946
	Local Match	<u>14,680,946*</u>
	Total	\$29,361,892

\* Local match resources include Clean Air and Transportation Act of 1990 Bond Funds, State Transit Assistance Funds, Bridge Toll Net Revenues, Regional Measure One Bridge Toll Revenues, Bay Area Transit District Funds, Hetch Hetchy Funds, Transit Impact Development Fees, Transportation Sales Tax Revenues and/or San Francisco Municipal Railway Improvement Corporation Funds.

**Description:** The Board of Supervisors previously authorized the Public Utilities Commission (PUC) to apply for, accept and expend State Transit Capital Improvement Funds of \$14,680,946 plus local matching funds of \$14,680,946, for a total of \$29,361,892 for the MUNI Metro Capital Improvement Project (File 94-91-7). Of the \$29,361,892, \$6,510,466 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. The proposed \$5,850,000 release of reserve is for professional, insurance, and construction services.

The MUNI Metro Turnback Project will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. The total cost of the project is projected to be approximately \$202,000,000. MUNI expects to complete construction by 1995.

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Memo to Government Efficiency and Labor Committee  
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**Comments:** 1. Ms. Gail Bloom, of PUC, advises that the \$5,850,000 project would be expended as follows:

**Professional Services Contract**

Prime Contractor  
Bechtel, Overall review and control of project \$613,700

Sub-Contractors, MBE

<u>PGH Wong</u> , Systemwide testing; signal and communication engineering support	\$52,108
<u>John Warren</u> , Scheduling, concrete specialist and utilities engineering support	52,107
<u>EPC</u> , Tunnel inspection	65,531
<u>Luster</u> , Contract admi, field engineering	122,320
<u>AGS</u> , Ground monitoring	20,956
<u>AGS/Chew et. al</u> , Ground monitoring	60,422
<u>Geotopo</u> , Mapping	16,023
<u>PCH Wong/Luster</u> , Electrical engineering	12,730
<u>Luster/Warren</u> , Utilities	10,544
<u>EPC/Luster</u> , Cut and cover engineering	15,645
<u>MBE for Computers</u> , Computer hardware	5,292
<u>Special T</u> , Messenger services	<u>2,458</u>
Subtotal	436,136

Sub-Contractors, WBE

<u>Faye Bernstein</u>	
(1) Adjacent building structural engineering	52,385
(2) Community Relations	3,003
<u>Public Affairs Management</u> , community relations	61,484
<u>Dynamic Consultants</u> , Material testing	18,767
<u>A. Hernandez</u> , Community, public information	3,003
<u>Creative Communications</u> , Reproduction	<u>10,509</u>
Subtotal	149,151

Sub-Contractors, Non-MBE/WBE

<u>Don Todd</u> , Administration and cost estimation	51,380
<u>Harding and Lawson</u> , Hazardous materials	7,829
<u>Dames and Moore</u> , Instrumentation and geotechnical engineering	90,632
<u>Towill</u> , Survey and settlement monitoring	24,034
<u>T. Y. Lin</u> , Cut and cover engineering support	15,314
<u>Special Consultants</u> , Rail foamers	32,260
<u>Wilson Ihrig</u> , Noise	<u>375</u>
Subtotal	<u>221,824</u>

Total Prime and Sub-Contractors	\$1,420,811
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Contingency @ 5 % of \$1,420,811	<u>71,041</u>
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Subtotal	\$1,491,852
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Additional Budgeted Funds - Unspecified	<u>53,397</u>
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Total Professional Services Contracts	<u>\$1,545,249</u>
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**Insurance Contract**

Sedgwick James, Overall administration and management of Owner Controlled Insurance Program (OCIP) 806,250

**MBE**

Carrie/Leong, JV, In conjunction with Sedgwick James design, place and administer the OCIP 268,750

Total Insurance Contracts 1,075,000

**Construction Contract**

Tutor-Saliba/Perini, Overall review and control of construction project 1,827,811

**Subcontractors, MBE**

Landavazzo Brothers, Concrete 184,969  
Rainbow Construction, Railwork 112,892  
Rios Grading, Backfill, asphalt, utilities, demolition, excavation 130,024  
Accu-Crete, Pile hole concrete 84,976  
Automated Switching, Systems 22,184  
S & S Trucking, Bentonite & skurry wall dirt removal 25,595  
Anzalone & Associates, Painting 2,730  
Amelco Electric, Electrical work 170,635  
Subtotal 734,005

**Subcontractor, WBE**

Korokin, Landscape 3,106  
Nationwide Construction, Reinforcing steel 179,167  
Subtotal 182,273

**Subcontractors, Non-MBE/WBE**

Bencor-Petrifond, Slurry wall 177,461  
Kiewit Pacific, Precast work 147,804  
Haywood Baker, Grouting 81,905  
Scott Company, Mechanical work 68,254  
Kulchin Condon, Sheet piles 10,238  
Subtotal 485,662

Total Construction Contracts 3,229,751

**TOTAL PROJECT \$5,850,000**

**Recapitulation**

Professional Services Contracts 1,545,249  
Insurance Contract 1,075,000  
Construction Contracts 3,229,751

**TOTAL PROJECT \$5,850,000**

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2. MUNI has selected Bechtel Corporation to perform construction management and engineering support services on a sole source basis at a total contract amount of \$20,584,970 (\$1,545,249 is identified in the subject release of reserve). The plans and specifications already prepared by Bechtel define the type of structures to be built and prescribe precisely how the structures are to be built. As such, Bechtel was selected on a sole source basis because the contractor was the most knowledgeable of the conditions and specific construction techniques developed for this project. Bechtel would utilize MBE/WBE subcontractors totaling \$585,287 or 37.9 percent (MBE of 28.2 percent plus WBE of 9.7 percent) of this portion of the construction management and engineering support services.

3. PUC has selected Sedgwick/Carrie/Leong, a joint venture insurance brokerage, to implement and administer the Owner Controlled Insurance Program (OCIP) during the construction phase of the MUNI Metro Turnback project and the two subsequent years. The services specifically include overall OCIP administration, insurance coverage, safety and loss control and claims management services.

4. PUC has selected Tutor-Saliba/Perini, the low bidder at a total contract amount of \$94,639,011 (\$3,229,751 is identified in the subject release of reserve) to perform construction services. Tutor-Saliba/Perini would utilize MBE/WBE subcontractors totaling \$916,278 (\$734,005 for MBE and \$182,273 for WBE) or 28.3 percent (MBE of 22.7 percent plus WBE of 5.6 percent) of this portion of the construction contract.

5. Ms. Mary Williams of the PUC Utilities Engineering Bureau (UEB), advises that the contingency for the reported contractual services is five percent of the total amount of \$1,420,811. As such, Ms. Williams concurs that \$53,397 should remain on reserve until further information is provided to detail additional expenditures for the contractual services. Ms. Williams further advises that such funds might be used for the following:

- additional services relating to environmental mitigation;
- rescheduling analyses of major construction activities;
- additional services due to changed conditions;

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- analyses of major construction claims; and
- additional community or agency liaison services.

**Recommendation:** Release \$5,796,603 of the requested \$5,850,000 release of reserve and continue to reserve the balance of \$53,397 pending further information on contract cost details.





Item 1d - File 94-91-9.1

**NOTE:** This item was continued by the Government Efficiency and Labor Committee at its meeting of July 21, 1993.

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Request for a release of reserved funds in the amount of \$35,100,000 for the MUNI Metro Turnback project.

**Amount:** \$35,100,000

<b>Source of Funds:</b>	Federal Capital Assistance Funds	\$37,500,000
	Local Match	<u>12,500,000 *</u>
	Total	\$50,000,000

\* Local match resources include State Capital Improvement Program, Proposition 108 Urban Rail Bonds, Clean Air and Transportation Improvement Act of 1990 Bond Funds, State Transit Assistance Funds, AB 664 Bridge Toll Net Revenues, Regional Measure One Bridge Toll Revenues, San Francisco Municipal Railway Improvement Corporation Funds, Transit Impact Development Fee and/or Transportation Sales Tax Revenues.

**Description:** The Board of Supervisors previously authorized the Public Utilities Commission (PUC) to apply for, accept and expend Federal Capital Assistance Funds of \$37,500,000 plus local matching funds of \$12,500,000, for a total of \$50,000,000 for the MUNI Metro Turnback Project (File 94-91-9). Of the \$50,000,000, \$35,100,000 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. The proposed \$35,100,000 release of reserve is for professional and construction services.

The MUNI Metro Turnback Project will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along the South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. The total

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cost of the project is projected to be approximately \$202,000,000. MUNI expects to complete construction by 1995.

**Comments:**

1. Ms. Gail Bloom, of PUC, advises that the \$35,100,000 reserve will be expended as follows:

Prime Contractor

Tutor-Saliba/Perini, Overall review and control  
of construction project \$20,417,112

MBE Subcontractors

<u>Landavazzo Brothers</u> , Concrete	\$2,010,186	
<u>Rainbow Construction</u> , Railwork	1,226,881	
<u>Rios Grading</u> , Backfill, asphalt, utilities, demolition, excavation	1,413,064	
<u>Accu-Crete</u> , Pile hole concrete	923,499	
<u>Anzalone &amp; Associates</u> , Painting	29,671	
<u>Amelco Electric</u> , Electrical work	<u>1,854,415</u>	
Subtotal		7,457,716

WBE Subcontractor

<u>Nationwide Construction</u> , Reinforcing steel	<u>1,947,136</u>	
Subtotal		1,947,136

Non-MBE/WBE Subcontractors

<u>Bencor-Petrifond</u> , Slurry wall	1,928,592	
<u>Kiewit Pacific</u> , Precast work	1,606,294	
<u>Haywood Baker</u> , Grouting	890,119	
<u>Scott Company</u> , Mechanical work	741,766	
<u>Kulchin Condon</u> , Sheet piles	<u>111,265</u>	
Subtotal		<u>5,278,036</u>

TOTAL		<u>\$35,100,000</u>
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2. PUC has selected Tutor-Saliba/Perini, the low bidder at \$94,639,010 to perform the construction services. PUC received a total of seven bids. The subject release of funds totaling \$35,100,000 represents 37.1 percent of the total construction services of \$94,639,010. Tutor-Saliba/Perini would utilize MBE/WBE subcontractors totaling \$9,404,852 (\$7,457,716 MBE plus \$1,947,136 WBE) or 26.8 percent (MBE of 21.2 percent plus WBE of 5.6 percent) of the total \$35,100,000 identified in subject release of funds.

**Recommendation:** Approve the proposed resolution.

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Item 1e - File 94-92-3.1

Note: This item was continued from the July 21, 1993 Government Efficiency and Labor Committee meeting.

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Request for release of reserved funds for the MUNI Metro Turnback Project for construction costs.

**Amount:** \$9,345,825

**Source of Funds:**

State Proposition 116 Clean Air and Transportation Improvement funds	\$28,814,387
Local Match	3,884,743*
Total	\$32,699,130

\* Local Match resources include: State Transit Assistance funds, Bridge Toll Net Revenues, Regional Measure One Bridge Tolls, and/or Bay Area Rapid Transit District funds, Hetch Hetchy funds, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or the San Francisco Municipal Railway Improvement Corporation funds.

**Description:** The Board of Supervisors previously approved a resolution (File 94-92-3) authorizing the Public Utilities Commission to apply for, accept, and expend State Proposition 116 Clean Air and Transportation Improvement Act funds in the amount of \$28,814,387 plus \$3,884,743 in required State and/or local match funds, for a total of \$32,699,130 for nine Municipal Railway Capital Projects. Of the \$32,699,130, a total of \$17,152,101 was placed on reserve for professional services, construction, and equipment purchase, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission (PUC) is now requesting that \$9,345,825 be released from the reserved funds for the MUNI Metro Turnback Project construction costs. A total of \$7,806,276 (\$17,152,101 less \$9,345,825 ) would continue to remain on reserve.

**Contract Budget:** The proposed \$9,345,825 in construction contract costs would be divided between the prime contractor, Tutor-Saliba/Perini (\$5,289,078) and several subcontractors (\$4,056,747) of which \$2,157,639 would be allocated to MBE/WBE firms (\$1,630,203 MBE and \$527,436 WBE), as follows:

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**Construction Contracts:**

<u>Prime Contractor, Tutor-Saliba/Perini</u>		
Oversees General Construction		\$5,289,078
<u>Sub-Contractors, MBE</u>		
<u>Landavazo Bros.</u> , Concrete	\$535,238	
<u>Rios Grading</u> , Backfill, Asphalt		
Utilities Demolition, Excavation	376,246	
<u>Anzalone &amp; Assoc.</u> , Painting	7,900	
<u>Rainbow Construction</u> , Railwork	326,673	
<u>Accu-Crete</u> , Pile Hole Concrete	245,893	
<u>Automated Switching</u> , Systems & Control	64,189	
<u>S&amp;S Trucking</u> , Bentonite & Slurry		
Wall Dirt Removal	74,064	
Subtotal		1,630,203
<u>Subcontractors, WBE</u>		
<u>Korotkin</u> , Landscape	\$8,986	
<u>Nationwide Construction</u> , Reinforcing Steel	518,450	
Subtotal		527,436
<u>Subcontractors, Non-MBE/WBE</u>		
<u>Bencor-Petrifond</u> , Slurry Wall	\$513,513	
<u>Amelco Electric</u> , Electrical Work	493,762	
<u>Kiewit Pacific</u> , Precast Work	427,696	
<u>Haywood Baker</u> , Grouting	237,006	
<u>Scott Company</u> , Mechanical Work	197,505	
<u>Kulchin-Condon</u> , Sheet Piles	29,626	
Subtotal		1,899,108
Total		\$9,345,825

**Comments:**

1. The total Project cost is approximately \$202,000,000 and will provide an improved underground turnback and train storage facility just east of the existing Embarcadero Station under Justin Herman Plaza. In addition, the Project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along the South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. MUNI expects construction to be completed by 1995.

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2. The proposed construction contractor, Tutor-Saliba/Perini, A Joint Venture, was the low-bidder out of seven total bids and has been certified by the PUC Contract Compliance Office. In addition, Tutor-Saliba/Perini would utilize MBE/WBE subcontractors totaling \$21,849,000 or 23.1 percent of the total construction contract of \$94,639,010. The subject \$9,345,825 release of reserve is 9.9 percent of the total \$94,639,010 construction contract.

**Recommendation:** Approve the proposed release of reserve funds.





Item 1f - File 94-92-6.1

Note: This item was continued from the July 21, 1993 Government Efficiency and Labor Committee meeting.

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Request for release of reserved funds for the MUNI Metro Turnback project for construction costs.

**Amount:** \$1,672,000

**Source of Funds:**

State Transit Capital Improvement Funds	\$14,788,500
Local Match	<u>14,788,500*</u>
Total	\$29,577,000

\* Local Match resources include: State Clean Air and Transportation Improvement Act Bond funds, State Transit Assistance funds, Transportation Development Act funds, State Assembly Bill 1107 funds, State Assembly Bill 664 funds, Regional Measure One Bridge Tolls, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or San Francisco Municipal Railway Improvement Corporation funds.

**Description:** The Board of Supervisors previously approved a resolution (File 94-92-6) authorizing the Public Utilities Commission (PUC) to apply for, accept, and expend State Transit Capital Improvement funds in the amount of \$14,788,500 plus \$14,788,500 in required State and/or local match funds, for a total of \$29,577,000 for nine Municipal Railway Guideway Projects. Of the \$29,577,000, a total of \$16,605,050 was placed on reserve for professional services, construction costs, and equipment purchases/equipment rehabilitation, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission (PUC) is now requesting that \$1,672,000 be released from the reserved funds for the MUNI Metro Turnback Project construction costs. A total of \$14,933,050 (\$16,605,050 less \$1,672,000) would continue to remain on reserve.

**Contract Budget:** The proposed \$1,672,000 in construction contract costs would be divided between the prime contractor, Tutor-Saliba/Perini (\$946,234) and several subcontractors (\$725,766) of which \$386,009 would be allocated to MBE/WBE firms (\$291,649 MBE and \$94,360 WBE), as follows:

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**Construction Contracts:**

Prime Contractor, Tutor-Saliba/Perini  
Oversees General Construction \$946,234

Sub-Contractors, MBE

<u>Landavazo Bros.</u> , Concrete	\$95,756
<u>Rios Grading</u> , Backfill, Asphalt	
Utilities Demolition, Excavation	67,312
<u>Anzalone &amp; Assoc.</u> , Painting	1,413
<u>Rainbow Construction</u> , Railwork	58,443
<u>Accu-Crete</u> , Pile Hole Concrete	43,991
<u>Automated Switching</u> , Systems & Control	11,484
<u>S&amp;S Trucking</u> , Bentonite & Slurry	
Wall Dirt Removal	<u>13,250</u>

Subtotal 291,649

Subcontractors, WBE

<u>Korotkin</u> , Landscape	1,608
<u>Nationwide Construction</u> , Reinforcing Steel	<u>92,752</u>

Subtotal 94,360

Subcontractors, Non-MBE/WBE

<u>Bencor-Petrifond</u> , Slurry Wall	91,869
<u>Amelco Electric</u> , Electrical Work	88,337
<u>Kiewit Pacific</u> , Precast Work	76,516
<u>Haywood Baker</u> , Grouting	42,401
<u>Scott Company</u> , Mechanical Work	35,334
<u>Kulchin-Condon</u> , Sheet Piles	<u>5,300</u>

Subtotal 339,757

Total \$1,672,000

**Comments:**

1. The total MUNI Metro Turnback Project cost is approximately \$202,000,000 and will provide an improved underground turnback and train storage facility just east of the existing Embarcadero Station under Justin Herman Plaza. In addition, the Project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along the South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and

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ground movement monitoring. MUNI expects construction to be completed by 1995.

2. The proposed construction contractor, Tutor-Saliba/Perini, A Joint Venture, was the low-bidder out of seven total bids and has been certified by the PUC Contract Compliance Office. In addition, Tutor-Saliba/Perini would utilize MBE/WBE subcontractors totaling \$21,849,000 or 23.1 percent of the total construction contract of \$94,639,010. The subject \$1,672,000 release of reserve is 1.8 percent of the total \$94,639,010 construction contract.

**Recommendation:** Approve the proposed release of reserved funds.



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Item 1g - File 94-92-7.1

Note: This item was continued from the July 21, 1993 Government Efficiency and Labor Committee meeting.

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Request for release of reserved funds for the MUNI Metro Turnback Project (Project) for construction costs.

**Amount:** \$33,800,000

**Source of Funds:**

Federal Section 3 Capital Assistance	\$49,948,996
Local Match	<u>10,530,276*</u>
Total	\$60,479,272

\* Local match resources include: State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds.

**Description:** The Board of Supervisors previously approved a resolution (File 94-92-7) authorizing the Public Utilities Commission to apply for, accept, and expend Federal Section 3 Capital Assistance Funds in the amount of \$49,948,996 plus \$10,530,276 in required State and/or local match funds, for a total of \$60,479,272, for seven Municipal Railway Capital Projects. Of the \$60,479,272, a total of \$38,111,645 was placed on reserve for professional services, construction, and equipment purchase, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission (PUC) is now requesting that \$33,800,000 be released from the reserved funds for the MUNI Metro Turnback Project construction contract costs. A total of \$4,311,645 (\$38,111,645 less \$33,800,000) would continue to remain on reserve.

**Contract Budget:** The proposed \$33,800,000 in construction contract costs would be divided between the prime contractor, Tutor-Saliba/Perini (\$19,128,418) and several subcontractors (\$14,671,582) of which \$7,803,297 would be allocated to MBE/WBE firms (\$5,895,777 MBE and \$1,907,520 WBE), as follows:

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**Construction Contracts:**

<u>Prime Contractor, Tutor-Saliba/Perini</u>	
Oversees General Construction	\$19,128,418
<u>Sub-Contractors, MBE</u>	
<u>Landavazo Bros., Concrete</u>	\$1,935,735
<u>Rios Grading, Backfill, Asphalt</u>	
Utilities Demolition, Excavation	1,360,729
<u>Anzalone &amp; Assoc., Painting</u>	28,572
<u>Rainbow Construction, Railwork</u>	1,181,441
<u>Accu-Crete, Pile Hole Concrete</u>	889,295
<u>Automated Switching, Systems &amp; Control</u>	232,145
<u>S&amp;S Trucking, Bentonite &amp; Slurry</u>	
Wall Dirt Removal	<u>267,860</u>
Subtotal	5,895,777
<u>Subcontractors, WBE</u>	
<u>Korotkin, Landscape</u>	32,500
<u>Nationwide Construction, Reinforcing</u>	
Steel	<u>1,875,020</u>
Subtotal	1,907,520
<u>Subcontractors, Non-MBE/WBE</u>	
<u>Bencor-Petrifond, Slurry Wall</u>	1,857,161
<u>Amelco Electric, Electrical Work</u>	1,785,733
<u>Kiewit Pacific, Precast Work</u>	1,546,802
<u>Haywood Baker, Grouting</u>	857,152
<u>Scott Company, Mechanical Work</u>	714,293
<u>Kulchin-Condon, Sheet Piles</u>	<u>107,144</u>
Subtotal	<u>6,868,285</u>
Total	\$33,800,000

**Comments:**

1. The total MUNI Metro Turnback Project cost is approximately \$202,000,000 and will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the Project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along the South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and

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ground movement monitoring. MUNI expects construction to be completed by 1995.

2. The proposed construction contractor, Tutor-Saliba/Perini, A Joint Venture, was the low-bidder out of seven total bids and has been certified by the PUC Contract Compliance Office. In addition, Tutor-Saliba/Perini would utilize MBE/WBE subcontractors totaling \$21,849,000 or 23.1 percent of the total construction contract of \$94,639,010. The subject \$33,800,000 release of reserve is 35.7 percent of the total \$94,639,010 construction contract.

**Recommendation:** Approve the proposed release of reserved funds.



Item 1h - File 146-93-3.1

**Department:** Department of Public Health (DPH)  
Emergency Medical Services (EMS)

**Item:** Release of reserved funds for the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, in the amount of \$15,698, for the Data Linkage Project.

**Amount:** \$15,698

**Description:** In order to provide an accurate evaluation of the pre-hospital care received by patients transported to the hospital by an ambulance, the DPH's Emergency Medical Services (EMS), upon the Board of Supervisors' approval, applied for and accepted a grant from the State Emergency Medical Services Authority for the development of the Data Linkage Project. The Data Linkage Project would create a database linking information concerning pre-hospital care received by patients transported by ambulance to a hospital, the treatment such patients receive in a hospital, and the ultimate results of the treatment once they are discharged from the hospital.

In February of 1993, the Board of Supervisors approved a resolution (File 146-93-3) authorizing EMS to expend a grant from the State EMS Authority in the amount of \$48,215, including \$3,708 for indirect costs, for the development of the Data Linkage Project. Of the total \$48,215, the Board of Supervisors placed \$15,698 on reserve, \$10,000 of which was pending the selection of the contractor, the contract budget details, and the MBE/WBE status of the contractor. The remaining \$5,698 of the \$15,698 placed on reserve was for computer equipment, pending the Electronic Information Processing Steering Committee's (EIPSC) approval.

The DPH, through a Request for Proposal (RFP) process, received four bids for the development of the database. Of these four bids, the DPH reports that Informatix, Inc., an MBE firm, was awarded the contract in the amount of \$19,520. Although Informatix, Inc., was not the lowest bidder, the firm did receive the highest score from the DPH's Technical Review Committee, and was thus awarded the contract (See Comment 2). The contract budget details of Informatix, Inc., for the Data Linkage Project are as follows:

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<u>Personnel</u>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Totals</u>
Project Leader	\$60	20	\$1,200
Programmer	45	356	16,020
Technician	35	45	1,575
Technical Writer	25	29	<u>725</u>
<b>Total</b>			<b>\$19,520</b>

The remaining \$5,698 placed on reserve by the Board of Supervisors consisted of \$4,300 for computer hardware and \$1,398 for computer software. The EIPSC has approved the purchase of computer hardware and related software for the Data Linkage Project in the amount of \$5,698.

**Comments:**

1. As the grant funds allocated for contractual services (\$10,000) are only a portion of the overall amount of the contract (\$19,250), the remaining \$9,250 required will be funded by the special EMS Fund, previously budgeted and approved by the Board of Supervisors in FY 1992-93 and carried forward into the FY 1993-94 budget. The EMS Fund is a fund specifically for the needs of the EMS and is funded by court penalty fees for moving violations.

2. The DPH's Technical Review Committee, which reviewed the four proposals received, ranked each firm based on the five following criteria:

- Scope of work
- Recent relevant experience
- Professional background/EMS experience
- Quality of past projects
- Rate/total cost, including MBE/WBE/LBE status.

**Recommendation:** Approve the proposed resolution.

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Item 1i- File 146-93-34

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation grant not to exceed \$2,276,553, which includes indirect costs not to exceed \$63,700, based on ten percent of personnel costs, to continue funding the Master Grant Agreement and providing for ratification of action previously taken.

**Grant Amount:** Not to exceed \$2,276,553

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** California Department of Health Services

**Project:** Master Grant Agreement (MGA) for AIDS related programs

**Description:** The proposed State grant funds would provide for the fourth year funding of a Master Grant Agreement between the State Office of AIDS and DPH. The Master Grant Agreement was established by the State Office of AIDS in February 1989 to consolidate the City's various AIDS-related programs. The programs which are now under this umbrella agreement were previously funded independently through the State Office of AIDS.

Under the Master Grant Agreement, the proposed grant funds would provide for the following five programs: (1) HIV Testing; (2) Early Intervention; (3) Local Assistance Block Grant; (4) Education and Prevention; and (5) Residential AIDS Shelters. DPH would be responsible for administering the grant funds for the five programs. The program descriptions and budget details for the five programs are as follows:

**HIV Testing Program**

**\$763,980**

DPH lab personnel would provide anonymous AIDS antibody testing and provide the State Office of AIDS with monthly updates regarding test results. DPH would also contract with the University of California, San Francisco (UCSF), AIDS Health Project to provide services such as informing test applicants on the test's reliability, pre-testing and post-testing counseling, some lab testing and making appropriate client referrals. The proposed grant funding would provide for at least 7,238 AIDS antibody tests. DPH selected UCSF AIDS Health Project through the Department's Request for Proposal

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process. The proposed budget for the HIV Testing Program is as follows:

<u>DPH-Personnel</u>		
Salaries (6.5 FTE)	\$272,788	
Fringe Benefits (@ 22%)	<u>60,013</u>	
Subtotal Personnel		\$332,801
<u>Operating Expenses</u>		
Materials/Supplies	58,860	
Facilities/Space	13,951	
Travel	500	
Other (telephone, postage delivery, security/janitorial)	<u>13,267</u>	86,578
<u>Contractual Services</u>		
UCSF AIDS Health Project		311,321
<u>Indirect Costs</u> (10% of DPH Personnel)		<u>33,280</u>
Total		\$763,980
<u>Early Intervention Program</u>		<u>\$286,595</u>

DPH would contract with the Mission Neighborhood Health Center for the provision of direct Early Intervention Program services. These services would include maximizing the health and productivity of HIV positive persons through medical evaluations, laboratory monitoring, psychological support, case management, follow-up and referral for out of clinic services. The proposed grant funding would provide services to approximately 200 HIV positive persons.

DPH would contract with the Mission Neighborhood Health Center which has been selected through the Department's RFP process. The proposed budget for the contractual services of the Mission Neighborhood Health Center for the Early Intervention Program is as follows:

Mission Neighborhood Health Center (MNHC)

<u>Personnel</u>		
Salaries (4.295 FTE)	\$157,644	
Fringe Benefits (@ 26%)	<u>40,987</u>	
Subtotal Personnel		\$198,631
<u>Sub Contractual Personnel</u> (0.19 FTE)		13,690

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Contractor's Operating Expenses

Travel	1,500	
Recruitment/Training	1,500	
Other (utilities, postage, office supplies, printing, dues, client transportation)	\$ 7,500	
Educational Materials/Outreach	800	
Malpractice Insurance	1,431	
Medical Supplies/Lab Services	<u>37,671</u>	50,402

\* MNHC Indirect Costs

(12% of Contractor's Personnel) 23,872

Total \$286,595

Local Assistance Block Grant **\$349,200**

Under the Local Assistance Block Grant Funding, DPH's AIDS Office would provide technical management support to a variety of AIDS epidemiological, education/prevention, and surveillance activities which primarily receive local and Federal funding. This assistance includes allocating funds, developing contracts, budget coordination, invoicing documents, conducting evaluations and data entry. Since the Block Grant Funding involves primarily administrative functions, the State Office of AIDS does not allow DPH to include indirect costs. The Block Grant Funding program is as follows:

DPH- Technical Assistance

Administrative Salaries (6.25 FTE) \$280,516  
 Fringe Benefits (@ 24%) 68,684

Total \$349,200

Education and Prevention **\$790,000**

DPH would provide administrative oversight to direct services contracted out through Operation Concern/Lavender Youth Recreation and Information Center (LYRIC), 18th Street Services, Black Coalition on AIDS, Iris Center (formerly Women's Institute on Mental Health- WIMH). The DPH would coordinate, direct, and monitor the services for each contractor. The proposed grant funded contract programs would provide information and education services to approximately 65,300 of

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\* These indirect costs are incurred by the contractor (Mission Neighborhood Health Center), are included in the contractor's budget, and do not revert to the City's General Fund.

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the following targeted individuals: gay and bisexual men of color, female partners of intravenous drug users and/or bisexual males, homeless youth, out-of-school youth, gay/bisexual youth, incarcerated women of child-bearing age, and "men who have sex with men".

The LYRIC, 18th Street Services, and Iris Center contracts for the Education and Prevention Program for FY 1993-94 were chosen on a competitive basis. The Black Coalition on AIDS contract was chosen on sole source basis due to its unique services and ability to expedite the execution of education and prevention programs to the targeted population. The proposed budget for the Education and Prevention Program is as follows:

DPH Personnel

Salaries (8.0 FTE)	\$249,343	
Fringe Benefits (@ 22%)	<u>54,855</u>	
Subtotal Personnel		\$304,198

Contractual Services

LYRIC (10 mos.)	\$100,000	
18th Street Services (10 mos.)	75,000	
Iris Center	92,293	
Black Coalition on AIDS	<u>125,000</u>	
Subtotal Contractual		392,293

Operating Expenses

Facilities/Space	30,870	
Office Materials and Supplies	5,000	
Clinical Supplies	5,500	
Consultants	7,000	
Travel	1,000	
Other (telephone, postage, training courier services, reproduction, participation incentive, Computer AIDS Information Network)	<u>13,719</u>	
Subtotal Operating Expenses		63,089

<u>Indirect Costs (10% of DPH Personnel)</u>	<u>30,420</u>
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Total	\$790,000
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The proposed budgets for the Education and Prevention contractual services, totaling \$392,293 are as follows:

**LYRIC**

**Personnel**

Salaries (2.1 FTE)	\$ 52,800	
Fringe Benefits (@ 21%)	<u>11,088</u>	
Subtotal Personnel		\$ 63,888

**Operating Expenses**

Facilities Rental	\$ 6,360	
Office Supplies	1,669	
Printing/Reproduction	1,000	
Travel	840	
Insurance	1,000	
Training	2,000	
Capital Expenses (video equipment)	2,000	
Other (program supplies, advertising utilities)	<u>8,200</u>	
Subtotal Operating Expenses		\$ 23,069

<b><u>LYRIC Indirect Costs (15% of Direct Costs)</u></b>	<u>13,043</u>
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Total	\$100,000
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**18th Street Services**

**Personnel**

Salaries (2.25 FTE)	\$ 52,417	
Fringe Benefits (@ 23%)	<u>12,056</u>	
Subtotal Personnel		\$ 64,473

**Operating Expenses**

Office Supplies/Postage	65	
Staff Training	723	
Project Supplies	2,057	
Travel	<u>864</u>	
Subtotal Operating Expenses		3,709

<b><u>18th Street Indirect Costs (11% of Personnel)</u></b>	<u>6,818</u>
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Total	\$ 75,000
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**Iris Center (formerly WIMH)**

**Personnel**

Salaries (5.25 FTE)	\$ 55,319	
Fringe Benefits (@ 23%)	<u>12,723</u>	
Subtotal Personnel		\$ 68,042

**Operating Expenses**

Facility/Rental	\$ 7,980	
Education & Outreach	1,572	
Other (reproduction, postage, training, consultation, utilities, dues, staff mileage, client costs, maintenance)	<u>6,890</u>	
Subtotal Operating Expenses		16,442

**Iris Center Indirect Costs @ 9% of Direct Costs**      \$ 7,809

**Total**      \$ 92,293

**Black Coalition on AIDS Prevention**

**Personnel**

Salaries (1.0 FTE)	\$ 32,000	
Fringe Benefits (@ 20%)	<u>6,400</u>	
Subtotal Personnel		\$ 38,400

**Subcontractual Personnel**<sup>1</sup>      70,000

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<sup>1</sup> The subcontractor's (California AIDS Intervention Training Center) budget is as follows:

**Personnel**

Salaries (1.6 FTE)	\$41,833	
Fringe Benefits (@ 22%)	<u>9,375</u>	
Subtotal Personnel		\$51,208

**Operating Expenses**

Facility Rental	\$ 3,969	
Educational Materials	8,000	
Other(Phone, Supplies, Reprod.)	<u>4,263</u>	
Subtotal Operating Expenses		16,232

**Indirect Costs (@ 5% of Personnel)**      2,560

**Total**      \$70,000

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Operating Expenses

Office Supplies	\$ 600	
Health Education Materials	2,500	
Equipment Purchase	2,637	
Travel	533	
Rent	1,890	
Insurance	600	
Other (utilities, postage, training, printing)	<u>4,000</u>	
Subtotal Operating Expense		12,760

<u>Black Coalition Indirect Costs (10% of Personnel)</u>	<u>3,840</u>
Total	\$125,000

Total for Education and Prevention	
Contractual Services	\$392,293

Residential AIDS Shelters **\$ 86,778**

DPH would contract with Catholic Charities and the Shanti Project for provision of direct program services. The two contracts with Catholic Charities and the Shanti Project would provide housing and food services for persons with AIDS, predominantly women and children. These services would include providing homes to persons with AIDS where they may receive a clean, safe, and healthy environment throughout the duration of their residence in these shelters. The proposed grant funds would provide approximately 2,730 residential days. According to DPH, these shelters must maintain a minimum of 70 percent occupancy at all times.

DPH would contract with Catholic Charities and the Shanti Project on a sole source basis, due to the need for continuity and the uniqueness of the services provided. The proposed individual budgets for the contractual services of Catholic Charities and the Shanti Project are as follows:

Contractual Services - Catholic Charities

Personnel

Salaries (1.33 FTE)	\$ 34,333	
Fringe Benefits (@ 25%)	<u>8,583</u>	
Subtotal Personnel		\$ 42,916

<u>Catholic Charities Indirect Costs</u> (9% of Personnel)	<u>3,862</u>
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Subtotal Catholic Charities	<b>\$ 46,778</b>
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Shanti Project

Personnel

Salaries (0.50 FTE)	\$ 15,246	
Fringe Benefits (@ 25%)	<u>3,812</u>	
Subtotal Personnel		\$ 19,058

Operating Expenses

Facility Rental	8,241	
Office Supplies/Equipment	872	
Facility/Vehicle Maintenance	1,620	
Insurance (Office, Residence, Vehicle)	1,859	
Other (Utilities, Training, Travel)	<u>5,492</u>	
Subtotal Operating Expenses		18,084

<u>Shanti Indirect Costs (8% of Direct Costs)</u>	<u>2,858</u>
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Subtotal Shanti Project	\$ <u>40,000</u>
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Total Catholic Charities and Shanti Project	\$ <u>86,778</u>
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<b>Grand Total for Five Projects</b>	<b>\$2,276,553</b>
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**Required Match:** None

**No. of Persons  
Served:** 80,369

**Indirect Costs:** \$33,280 based on 10% of personnel, HIV Testing  
30,420 based on 10% of personnel, Education and Prevention  
\$63,700 Total for DPH

**Comments:**

1. The "Summary of Grant Request", as prepared by DPH is attached.
2. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. Indirect costs are based on 10% of personnel costs from the AIDS Education and Prevention Program and the HIV Testing Program components only. The funding agency does not allow indirect costs for the Local Assistance Block Grant component because the purpose of this component is to provide AIDS Office administrative support. In addition, the funding agency does not allow indirect costs for the Early Intervention Program and the Residential AIDS Shelter Program because these components do not contain Civil Service personnel.

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4. Mr. Tim Piland of the DPH, AIDS Office, reports that the grant has already been accepted by the DPH and that expenses have been incurred against this award. Therefore, the proposed resolution includes a provision for ratification of action previously taken.

**Recommendation:** Approve the proposed resolution.

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Office of AIDS  
 Grantor Department of Health Services  
 Contact Person Julie Ayala  
 Address P.O. Box 942732  
Sacramento, CA 93234-7320

Division Community Health Services  
 Section AIDS Office  
 Contact Person Tim Piland  
 Telephone 554-9132

Amount Requested \$ 2,276,553  
 Term: From 7/1/93 To 6/30/94  
 Health Commission 6/15/93

Application Deadline n/a  
 Notification Expected n/a  
 Board of Supervisors: Finance Committee 7/7/93  
Full Board

I. Item Description: Request to ~~accept~~ (accept and expend) a ~~grant~~ (continuation) (allocation) ~~(expansion)~~  
 (Use appropriate words) ~~grant~~ in the amount of \$2,276,553 from the period of 7/1/93 to 6/30/94  
 to provide Master Grant Agreement for consolidated AIDS funding services.

II. Summary: (Concise summary; state objectives, services, and providers)

The Master Grant Agreement is a funding mechanism used by the Department of Health Services as an "umbrella" agreement for allocating funding in five different program areas (FY 92-93's agreement covered six programs, but the Pilot Care/Case Management Program component is no longer part of this funding mechanism); Attachment I describes the five programs which will continue to be funding by the Master Grant Agreement.

III. Outcomes/Objectives:

Please see Attachment I.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these funds would seriously impair the well-being of persons with AIDS residing in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>2,787,546</u>	<u>2,615,796</u>	<u>2,276,553</u>	<u>-339,243</u>		
Personnel						
Equipment						
Contract Svc.						
Mkt. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

Please see Attachment II (corresponding attachments for FY 92-93 and FY 92-92 are also provided for comparison purposes)

VI. Data Processing

(Data included below)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Other AIDS Office grant funding.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

\*VIII. Contractual Services: Open Bid                      Sole Source                      (If sole source, attach Request for Proposals Form)

Please see Attachment II.

Item 1j - File 146-93-35

**Department:** Department of Public Health

**Item:** Resolution authorizing the Department of Public Health to apply for a grant of \$2,511,292 from the Centers of Disease Control which includes indirect costs of \$80,024, based on 20 percent of salaries, and a required local match of \$828,726.

**Grant Amount:** \$2,511,292

**Grant Period:** Fiscal Year (Federal) 1993-94, September 1, 1993 through August 31, 1994

**Source of Funds:** Centers for Disease Control

**Project:** Tuberculosis Control Services for the Residents of San Francisco

**Description:** The proposed resolution would authorize the Department of Health, Bureau of Epidemiology and Disease Control, Division of Tuberculosis Control, to apply for a grant of \$2,511,292 from the Centers for Disease Control. The grant includes indirect costs in the amount of \$80,024, based on 20 percent of salaries. Receipt of the grant would require a local match in the amount of \$828,726, which is 67 percent of direct costs, from the existing City and County General Fund monies for the Division of Tuberculosis Control for Fiscal Year 1993-94.

The grant funds would be used to develop and establish a model tuberculosis prevention and control center in partnership with a licensed medical school and community-based organizations. The center would provide comprehensive tuberculosis surveillance, and diagnostic and treatment services to at-risk populations in San Francisco. Additionally, the center would serve as a regional resource for tuberculosis control programs and for training of tuberculosis providers and other relevant groups at all levels.

Memo to Government Efficiency and Labor Committee  
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<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Senior Health Educator	1.0	\$59,090
	Health Prog. Coord. III	1.0	48,178
	Medical Social Worker	1.0	54,914
	Assistant Health Educator	1.0	45,623
	Management Info. Specialist	1.0	47,486
	Disease Control Investigator	1.0	42,439
	Secretary II	1.0	36,566
	Public Service Aids Adm.	3.0	65,824
	Subtotal	10.0	\$400,120
	Fringe Benefits (27% of Salaries)		<u>108,032</u>
	Total		\$508,152
	Equipment		27,900
	<u>Contract Services (See Comment 2)</u>		
	University of Calif.-San Francisco		
	Medical School		
	Personnel	\$1,083,321	
	Fringe Benefits	277,912	
	Travel	24,000	
	Equipment	106,900	
	Supplies	93,950	
	Other	<u>164,925</u>	
	Total Direct Costs	\$1,751,008	
	Indirect Costs (7%)	<u>123,608</u>	
	Total Contract		1,874,616
	Materials & Supplies		8,400
	Travel		7,200
	Other		5,000
	Indirect Costs (20% of salaries)		<u>80,024</u>
	<b>Total Grant</b>		<b>\$2,511,292</b>
<b>Required Match:</b>	\$828,726 of in-kind existing services		
<b>No. of Persons Served:</b>	All residents of the City and County of San Francisco and the Bay Area at large		
<b>Indirect Costs:</b>	\$80,024, or 20 percent of salaries of \$400,120		
<b>Comments:</b>	1. Mr. Tony Paz of the DPH reports that the proposed grant is a first time grant from the Centers for Disease Control (CDC)		

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for this project although DPH has received grant funds annually from the Federal government since 1982 for the control of tuberculosis. He advises that for the current fiscal year, from February 1, 1993 through January 31, 1994, the DPH will receive a total amount of \$1,678,831 in Federal funds.

2. Mr. Paz advises that the contractual services with the University of California-San Francisco Medical School are required by the CDC grant. Mr. Paz reports that these contractual services include:

- Training for infection control hazard evaluation;
- Lease of physical space in which medical personnel provide a comprehensive training program for DPH staff persons;
- DNA fingerprinting of tuberculosis cultures; and
- Surveillance and other computer work to identify infection patterns through the San Francisco Bay Area.

3. The required local match of \$828,726 is funded by General Fund monies already budgeted for fiscal year 1993-94. The total amount of City funds dedicated to DPH for general tuberculosis control amounts to \$1,236,489, from which \$828,726 is being used to match the subject CDC grant. The local match of \$828,726 plus the CDC grant in the amount of \$2,511,292 results in a total project cost of \$3,340,018.

4. A Disability Access Checklist, completed by the Department, is contained in the Board file.

5. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

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## Community Public Health Services

Division \_\_\_\_\_  
Section BEDC, TR Control  
Contact Person Dr. Fran Taylor/Gisela Schecter  
Telephone G. Schecter (415) 206-8524  
Application Deadline 8-2-93  
Notification Expected 9-1-93

Application Deadline 8-2-93  
Notification Expected 9-1-93

Full Board \_\_\_\_\_

(Circle appropriate words)

The grant request is to develop and establish a model tuberculosis (TB) prevention and control center in partnership with a licensed school and Community Based Organizations. The center would provide comprehensive tuberculosis surveillance, and diagnostic and treatment services for at risk populations in San Francisco. Additionally, the center would serve as a regional resource for tuberculosis control and for training and education of tuberculosis providers and other relevant groups at all levels.

Increase the knowledge of providers about TB and TB transmission in order to improve care and decrease transmission of TB. Establish a training center for City providers, also accessible to Northern California providers. Improve and intensify methods for contact investigation around cases of TB in the homeless, drug users, or other high risk groups in order to intervene with prophylactic medicine and these methods to surrounding areas in which San Francisco cases often arise.

A less informed provider community which would result in decreased patient care and increased transmission of TB, including multiple Drug Resistant TB. Less complete contact investigations, which would miss contacts who will go on to develop active TB. More cases of TB.

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Rec. Match</u>	<u>Approved br</u>
	<u>Two Years Ago</u>	<u>Part Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount			2,511,292		828,726	
Personnel			508,152		610,346	
Equipment			27,900		0	
Contract Svc.			1,874,616		80,576	
Mst. & Supp.			8,400		114,057	
Facilities/Space			0		0	
Other/Travel			12,200		23,747	
Indirect Costs			80,024			

(உலக அமைதி, உலகம்)

F/T CSC			9		
P/T CSC			21.75		
Contractual					

Source(s) of non-federal funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be resigned after this grant terminates? If so, how?

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source ☒ (If sole source, state reason(s) below) \_\_\_\_\_

Item 1k - File 153-93-3

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to apply for a grant in the amount of \$20,000 from Northern California Grantmakers in order to conduct an evaluation of the effectiveness of the General Assistance Training and Employment Services (GATES) Program.

**Grant Amount:** \$25,000 (See Comment 1)

**Grant Period:** September 1, 1993 to June 30, 1994 (10 months)

**Source of Funds:** Northern California Grantmakers

**Project:** The proposed grant would provide funding for an independent evaluation of the effectiveness of the General Assistance Training and Employment Program.

**Description:** In order to alleviate the increasing expenses resulting from the growing number of clients receiving General Assistance (GA) aid, the Department of Social Services (DSS) introduced the General Assistance Training and Employment Services (GATES) Program, which provides employment, training and related services to GA clients who are also receiving Food Stamps (FS). The goal of the GATES Program is to assist clients in exiting the welfare system. Participants in the GATES Program receive supportive services in the form of transportation (Fast Passes or tokens) and ancillary expenses related to employment (interviewing clothes, uniforms, tools, etc.). Currently, the Program serves approximately 1,000 individuals per year.

In order to assess the effectiveness of the GATES Program, the DSS would like to apply for the proposed grant. With the grant monies, the DSS would select an outside agency through a Request for Proposal (RFP) process to conduct an evaluation study of the GATES Program. The following areas of the GATES Program would be evaluated:

- Program effectiveness;
- Cost/benefit analysis;
- Number of clients exiting out of GA/FS as the result of their participation, and the resulting savings to the City's General Fund;

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- Long term impact of the Program;
- Potential of expansion of the GATES Program into other counties.

**Budget:** Contractual Services \$25,000

**Required Match:** None

**Indirect Costs:** None

**Comments:** 1. Upon reviewing the DSS's Letter of Intent, Northern California Grantmakers informed Mr. Steve Arcelona of the DSS that they would be willing to provide \$5,000 in additional grant money to the DSS's original request for \$20,000, for a total of \$25,000, in order to fund the evaluation of the possibility of expansion of the GATES Program into other counties in California. As a result, the DSS has revised its original request from \$20,000 to \$25,000. Therefore, the proposed resolution should be amended to reflect the increased funding to \$25,000.

2. Since the DSS has just been notified regarding the \$25,000 grant award, the DSS is requesting that the language of the proposed legislation be amended to request that the DSS be authorized to apply for, accept, and expend the proposed grant, rather than only to apply for the proposed grant. Therefore, the proposed resolution should be so amended.

3. The Contractual Services of \$25,000 is for an outside agency to conduct the evaluation of the GATES Program and to explore the potential of replicating the Program in other counties. The outside agency has not yet been selected. The DSS intends to select the outside contractor through an RFP process. Thus, if the proposed resolution is amended to enable DSS to accept and expend the proposed grant, the \$25,000 in contractual services should be placed on reserve pending selection of the contractor and the estimated hours, hourly rate, and MBE/WBE status of the selected contractor.

4. According to DSS, there is currently a waiting list of 350 individuals who wish to participate in the GATES Program. Since July 1992, over 110 clients have been placed in unsubsidized jobs at an average wage of \$7.88 per hour. This translates into \$455,400 in annual grant savings (equivalent to \$345 per month in GA assistance multiplied by 110 GA clients for 12 months) over a year's period. The DSS believes the program is cost effective and should be expanded.

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5. The DSS hopes to improve services and increase the success rate of placement as a result of the proposed study. Should the GATES evaluation corroborate and confirm the contention that the GATES Program is effective and will generate cost savings to the City while building self-sufficiency in GA clients, a program expansion within San Francisco would then be justified.
6. The DSS expects the study of the GATES Program to begin on approximately January 1, 1994, upon the selection of a firm to conduct the study.
7. Attached is the Social Services Commission "Summary of Grant Request" as prepared by the DSS for the proposed grant funds.
8. The DSS has filled out a Disability Access Checklist, which is on file with the Board of Supervisors.

- Recommendations:**
1. Amend the proposed resolution to increase the grant amount from \$20,000 to \$25,000.
  2. Amend the proposed resolution to apply for, accept and expend the proposed grant, rather than only to apply for the grant.
  3. Amend the proposed resolution to place the \$25,000 proposed grant amount on reserve, pending selection of the contractor, the budget details, and the MBE/WBE status of the selected contractor.
  4. Approve the proposed resolution, as amended.

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Social Services

Contact Person: Dorothy Chen Telephone: 557-6309

Project Title: GATES Evaluation

Grant Source: Northern California Grantmakers

Proposed (New / Continuation) Grant Project Summary:

Evaluation of the General Assistance Training and Employment program to determine effectiveness. Findings will be utilized to justify and expand employment related services for job ready General Assistance and Food Stamps recipients to assist them in achieving self-sufficiency.

Amount of Grant Funding Applied for: \$20,000

Maximum Funding Amount Available: \$20,000

Required Matching Funds: None

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$20,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: September 1, 1993 to June 30, 1994

Date Department Notified of Available funds: April 30, 1993

Application Due Date: Letter of Intent: 6/1/93 Proposal: 7/30/93

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funding priorities are for the work of agencies addressing a focused policy issue or set of issues which reduce barriers to financing, provision or access to homeless prevention services or service to help the currently homeless to return to independent living; and

to increase the capacity of the organization to have a positive impact upon homelessness-related policy and funding issues at the local or state level.



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Department Head Approval  
Brian F. Cahill





Item 11 - File 213-93-2

**Department:** Airports Commission

**Item:** Resolution authorizing the Airports Commission to file an application, accept, and expend a grant of \$12,598,891 from the Federal Aviation Administration (FAA) for assistance in improvement at the San Francisco International Airport (A.I.P. No. 16).

**Grant Amount:** \$12,598,891

**Grant Period:** Open-ended (See Comment 1)

**Source of Funds:** Federal Aviation Administration (FAA)

**Project:** Airport Improvement Program (A.I.P.) No. 16 provides for the construction and repair of approximately 1,800 feet of high-speed Taxiways "J" and "T", and approximately 23,000 feet of Taxiways "C", "F", and "X", selected on an "as needed" basis, and the overlay and repair of approximately 7,000 feet of Runway 1L-19R, together with all necessary and appurtenant work.

**Description:** Certain essential improvements at San Francisco International Airport (SFIA) are eligible for Federal funds under the Airport Improvement Program, which provides for the reimbursement by the FAA of 75 percent of the allowable project costs.

The purpose of the improvements under A.I.P. No. 16, which include the construction and repair of portions of high-speed Taxiways "C", "F", "J", "T", and "X", is to construct selectively and to repair portions of the most frequently used taxiways in order to ensure quick and safe access to and egress from the runway system.

The purpose of the overlay and construction of approximately 7,000 feet of Runway 1L-19R under A.I.P. No. 16 is to provide an auxiliary parallel runway for smaller commercial aircraft, thus alleviating congestion on the Airport's primary take-off Runway 1R-19L.

The proposed resolution would authorize the Airports Commission to file a Project Application with the FAA for A.I.P. No. 16, for assistance in the aforementioned Airport improvements, and to accept the resulting grant offer and subsequent amendments to the Agreement.

Memo to Government Efficiency and Labor Committee  
August 4, 1993, Government Efficiency and Labor Committee Meeting

**Budget:**

<u>Description</u>	<u>Construction Estimate</u>	<u>9 % Contingency</u>	<u>15 % Architecture, Engineering, &amp; Inspection</u>	<u>Total</u>	<u>75% FAA Share</u>
Taxiways C, F, J, T, & X Construction & Repair	\$3,500,000	\$315,000	\$525,000	\$4,340,000	\$3,255,000
Runway 1L-19R Overlay and Repair	<u>10,000,000</u>	<u>958,521</u>	<u>1,500,000</u>	<u>12,458,521</u>	<u>9,343,890</u>
TOTALS	\$13,500,000	\$1,273,521	\$2,025,000	\$16,798,521	\$12,598,891
			FAA Allotment		<u>\$12,598,891</u>

**Required Match:** The Airport is not required to match the proposed grant funds but is reimbursed, subject to an audit, for up to 75 percent of the total actual cost of design, inspection, and construction, or an estimated \$12,598,891. Thus, the Airport is required to provide the initial funding of an estimated \$16,798,521 for the project.

**No. of Persons  
Served:**

The population served includes approximately 33 million passengers per year at SFIA as well as approximately 2.5 million residents within San Francisco and the surrounding Bay Area counties.<sup>1</sup>

**Indirect Costs:**

Any indirect services provided by the City to the Airport and the Airports Commission are covered in the Annual Service Payment, amounting to \$14.5 million, or 15 percent of the Airport's concession revenues, in FY 1993-94, as specified in the Lease and Use Agreement between the City and the major airlines using SFIA. In accordance with this Agreement, any request for an additional reimbursement for indirect services in any grant is prohibited.

**Comments:**

1. To be eligible for the reimbursement, the Airport is required to submit a Project Application to the FAA by September 30, 1993. Upon approval of this application, the FAA will issue a

<sup>1</sup> According to the Airport, residents of the Bay Area are served by this Airport construction project because the construction and repairs undertaken in this project will permit the Airport to create and maintain compatible land use in the area through the minimization of noise impact on populated areas.

Grant Offer for the Airports Commission's acceptance. If the Grant Offer is accepted, the grant remains open until the construction is completed. The project is expected to require approximately 2 1/2 years to complete.

2. The initial \$16,798,521 required for the Airport construction project would be temporarily borrowed from other infrastructure project funds within the Airport Capital Project Fund (No. 30-700). The amounts borrowed from these funds would be reimbursed upon completion of the project and receipt of the proposed grant from the FAA.

3. Although A.I.P. No. 16 is part of the Airport's 5-year capital plan, the \$16,789,521 funding needed for the Airport construction project has not yet been budgeted. According to Mr. Ernie Eavis of the Airport's Engineering Department, the funds necessary for this project will not be appropriated until the Airport begins the project's design. Mr. Eavis reports that this process will not begin until the proposed grant is awarded. It is anticipated that the source of the Airport's 25 percent share of the project, or \$4,199,630, will be appropriated from the Airport's Capital Project Fund. However, Mr. Leo Fermin of Airport Business and Finance reports that whether the funds will specifically come from a bond issuance or from airline fee revenues has not yet been decided.

**Recommendation:** Approve the proposed resolution.



Item 1m - File 130-93-1

**Department:** Adult Probation

**Item:** Resolution authorizing the Chief Adult Probation Officer for the City and County of San Francisco to apply for, accept and expend funds in the amount of \$179,797, which includes indirect costs of \$8,990, based on five percent of the total project, made available through the Office of Criminal Justice Planning for a drug abatement project for the period July 1, 1993 through June 30, 1994.

**Grant Amount:** \$179,797

**Grant Period:** July 1, 1993 through June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning

**Project:** San Francisco Adult Probation's Drug Abatement Project

**Description:** This continuing project has provided intensive supervision for a limited group of drug offenders for four years. For fiscal year 1993-94, the grant would continue to supervise a group of 50 drug offenders. The program would target young male drug offenders aged 18 to 24 years, monitor drug use by frequent urinalysis, refer offenders to drug counseling, and closely supervise their compliance with counseling conditions of probation.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Probation Officer	2.0	\$102,442
	<u>Fringe Benefits</u>		
	PERS @ 20.8%	\$21,308	
	Health	3,802	
	Medicare @ 1.45%	1,486	
	Unemployment @ 1.0%	<u>1,024</u>	<u>27,620</u>
	Subtotal	2.0	130,062
	<u>Operating Expenses</u>		
	Grant Manager's		
	Workshop	200	
	Use of Employee's Car	392	
	Telephone	600	
	Audit	1,797	
	Urinalysis Tests	<u>37,756</u>	40,745

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<u>Indirect Costs</u>	
@ 5% of Total Grant	<u>\$8,990</u>
	\$179,797

**Required Match:** None

**Indirect Costs:** \$8,990 or five percent of the total grant

**Comments:**

1. Mr. Mark James of Adult Probation advises that the State has provided grant funding for this project for the previous three fiscal years.
2. Mr. James advises that the deadline to apply for the proposed grant was June 21, 1993 and that the Department has already submitted their grant application. Mr. James further reports that the Department has incurred expenditures against this grant award since the beginning of the fiscal year. Therefore, the proposed resolution should be amended to authorize Adult Probation to apply for, accept and expend this proposed grant retroactively.
3. Attached is the Summary of Grant Request prepared by the Department.
4. A copy of the Department's Disability Access Checklist is contained in the Board file.

**Recommendations:**

1. Amend the proposed resolution to authorize Adult Probation to apply for, accept and expend the proposed grant retroactively.
2. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item No. \_\_\_\_\_

Grantor California Office of Criminal Justice Planning

Contact Person Anti-Drug Abuse Enforcement Unit

Address 1130 K Street  
Sacramento, CA 95814

Amount Requested \$ 179,797

Term: From 7-1-93 To 6-30-94

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee

Summary of Request

Division Adult Probation

Section Community Services

Contact Person Carmen Bushe

Telephone (415) 553-1901

Application Deadline June 21, 1993

Notification Expected Pass Resolution to apply for, accept, and expend funds

Full Board \_\_\_\_\_

Rev. 4/10/90

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$179,797 from the period of 7-1-93 to 6-30-94 to provide intensive drug surveillance and supervision services.

II. Summary: (Contact/summary; need addressed; question & groups served; services and providers)

This grant has been in effect for four years providing intensive supervision for a select group of drug offenders. This year the Probation Department intends to focus on young (18 to 24 yrs.) males convicted of drug offenses. This target population will receive urinalysis twice weekly, report three times a week in person, and be referred to appropriate drug counseling.

III. Outcomes/Objectives:

The objective is to get these young at-risk offenders off drugs and involved in more productive behaviors and activities.

IV. Effects of Reduction or Termination of These Funds:

Were these funds not received, this population of offender would continue to use illegal drugs with all the attendant adverse effects to the community. Grant money allows for intensive supervision.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u>\$ 170,795</u>	<u>\$ 188,400</u>	<u>\$ 179,797</u>	<u>- 8,603</u>		
Personnel	<u>155,801</u>	<u>146,892</u>	<u>130,062</u>	<u>- 16,830</u>		
Equipment	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>+ 1,000</u>		
*Contract Svc.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Mat. & Supp.	<u>1,500</u>	<u>26,350</u>	<u>0</u>	<u>+ 26,350</u>		
Facilities/Space	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Other	<u>4,954</u>	<u>4,788</u>	<u>40,745</u>	<u>+ 35,957</u>		
Indirect Costs	<u>8,540</u>	<u>9,370</u>	<u>8,990</u>	<u>- 380</u>		

VI. Data Processing

(costs selected above) \_\_\_\_\_

VII. Personnel

F/T CSC	<u>3</u>	<u>3</u>	<u>2</u>	<u>-1</u>	
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?

If grant terminates, the officers on the grant would force the layoff of the two most recently hired probation officers.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source attach Request for Exceptional Form)





Item 1n - File 130-93-2

**Department:** Adult Probation

**Item:** Resolution authorizing the Chief Adult Probation Officer for the City and County of San Francisco to apply for, accept and expend funds in the amount of \$99,707, which includes indirect costs of \$4,370, made available through the Office of Criminal Justice Planning for a gang-activity prevention project for the period July 1, 1993 through June 30, 1994.

**Grant Amount:** \$99,707

**Grant Period:** July 1, 1993 through June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning

**Project:** Gang Caseload Component of the Intensive Services Unit

**Description:** This new grant would provide intensive supervision for up to 50 gang-identified youthful offenders aged 18 to 20 years old. The grant would provide funding for one full-time Senior Probation Officer and one part-time Transcriber. The Senior Probation Officer would attempt to identify gang-affiliated offenders early in the court process, prepare the sentencing report with conditions of probation, and then enforce those conditions to curtail gang involvement. The part-time Transcriber would assist the Senior Probation Officer by typing court reports, performing relevant clerical duties including caseload automation and case update. The Transcriber would allow the Senior Probation Officer to devote more direct service to the probationers.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Senior Probation Officer	1.0	\$51,221
	Fringe Benefits		
	PERS @ 20.8%		\$10,654
	Health		1,901
	Medicare @ 1.45%		743
	Unemployment @ 1.0%		<u>512</u>
	Subtotal	1.0	<u>13,810</u>
			65,031

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	<u>FTE</u>	
Transcriber	0.5	\$13,663
Premium Pay		954
Fringe Benefits		
Retirement	\$1,852	
FICA	1,118	
Health	980	
Dental	303	
Unemployment	<u>30</u>	<u>4,283</u>
Subtotal	0.5	18,900

Equipment

Desk	400	
Chair	304	
Filing Cabinet	253	
Personal Computer	1,265	
Compact Color Monitor	470	
Printer	895	
Software	160	
Other - Computer Items	865	
Sales Tax - Computer Items	310	
Communications Equipment	2,320	
Bullet-proof Vest	<u>685</u>	<u>7,927</u>

Operating Expenses

Use of Employee's Car	576	
Telephone	900	
Audit	1,500	
Manager Training	53	
Supplies and Forms	<u>450</u>	<u>3,479</u>

Indirect Costs (4.38 percent  
 of total grant)

4,370  
\$99,707

**Required Match:** None

**Indirect Costs:** \$4,370, or 4.38 percent of total grant

**Comments:** 1. Mr. Mark James of Adult Probation advises that the deadline to apply for the proposed grant was June 21, 1993 and that the Department has already submitted their grant application. Therefore, the proposed resolution should be amended to provide for retroactive approval of the application for this grant.

2. Mr. James reports that although the grant has a July 1, 1993 start date, no expenditures have been incurred against this grant award nor has the project been funded. He reports

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that the Department has not hired a Senior Probation Officer and Transcriber, purchased any of the equipment, or incurred any operating expenses under this new grant.

3. Mr. James reports that the maximum amount of funding available from the State is \$100,000.

4. The Budget Analyst computes indirect costs of \$4,370 to be 4.38 percent of the total grant amount of \$99,707 rather than five percent as stated in the proposed resolution. Mr. James concurs with the computation of the Budget Analyst.

5. Attached is the Summary of Grant Request prepared by the Department.

6. A copy of the Department's Disability Access Checklist is contained in the Clerk of the Board's file.

- Recommendation:**
1. Amend the proposed resolution to reflect indirect costs of 4.38 percent of the total grant.
  2. Amend the proposed resolution to apply for the proposed grant retroactively.
  3. Approve the proposed resolution, as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

California Office of  
Criminal Justice Planning  
Grantor  
Contact Person Gang Violence Suppression Unit  
Address 1130 K Street  
Sacramento, CA 95814

Division Adult Probation  
Section Community Services

Contact Person Edward Schlageter  
Telephone (415) 553-1432

Amount Requested \$ \$99,706.50

Application Deadline June 21, 1993

Term: From 7-1-93 To 6-30-94

Notification Expected Pass resolution to apply for and accept and expand funds

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$99,706.50 from the period of 7-1-93 to 6-30-94 to provide intensive gang suppression supervision services.  
(Circle appropriate words)

II. Summary: (Contact history; need statement; need + group served; services and providers)

Adult Probation is asking for grant funding to intensively supervise up to 50 gang-identified youthful (18 to 20 yrs.) offenders. This officer would attempt to identify gang-affiliated offenders early in the court process, prepare the sentencing report with conditions of probation, and then enforce those conditions in order to curtail gang involvement. These young offenders would, with intensive supervision and guidance, be directed to positive, non-criminal activities.

III. Outcomes/Objectives:

The objective of this grant is to reduce the level of gang violence and divert potentially dangerous gang activity into more positive and constructive behavior.

IV. Effects of Reduction or Termination of These Funds:

These offenders would not be identified early in the system, and even when identified, would not receive intensive supervision, thus placing the community at risk for gang-related violence.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$ 40,948	0	\$ 99,706.50	+99,706.50	0	
Personnel	45,624	0	83,931	+83,931	0	
Equipment	0	0	7,927	+ 7,927	0	
*Contract Svc.	0	0	0	-	0	
Mat. & Supp.	2,130	0	450	+ 450	0	
Facilities/Space	0	0	0	-	0	
Other	2,534	0	3,028	+ 3,028	0	
Indirect Costs	4,309	0	4,370	+ 4,370		

VI. Data Processing

(come indicated above)

VII. Personnel

	1	0	1.5	1.5
FT CSC				
PT CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

The employees may be retained if they have seniority in the department. However, newer employees hired because of these grants could be laid off.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exceptional Forces)

Item 10 - File 138-93-3

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept, and expend funds in the amount of \$315,707 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco District Attorney's Drug Abatement Project" for the 12 month period from July 1, 1993 through June 30, 1994.

**Grant Amount:** \$315,707

**Grant Period:** July 1, 1993 through June 30, 1994

**Source of Funds:** State of California Office of Criminal Justice Planning (OCJP)

**Project:** San Francisco District Attorney's Drug Abatement Project

**Description:** The proposed grant of \$315,707 is a continuation grant in order for the District Attorney's Office to target major and mid-level drug offenders through the San Francisco District Attorney's Drug Abatement Project (Project). The Project would target these drug offenders through the use of vertical prosecution. Vertical prosecution means that if someone is arrested, one lawyer is assigned to the case throughout its "stay" in the criminal justice process rather than assigning a new lawyer to a case each time it enters a new phase of the criminal justice process (i.e., sentencing, probation, etc.). The benefit of vertical prosecution is that it provides for consistency and familiarity for the defendant and his/her case, which is intended to result in more appropriate sentencing of the individual. Vertical prosecution seeks the long term confinement of targeted offenders in order to significantly impact and disrupt illicit manufacture and trafficking of narcotics. Additionally, the Project would target probationers who continue involvement in the drug trade. Ms. Mary King-Gorwky of the District Attorney's Office reports that the OCJP has provided funding for this Project since 1988.

<b>Budget:</b>	<b><u>Personnel</u></b>	<b><u>FTE</u></b>	
	Head Attorney	.07	\$7,386
	Principal Attorney	.30	29,441
	2 Principal Attorneys	2.00	196,272
	Investigator	.10	5,272
	Assistant Investigator	<u>.05</u>	<u>2,062</u>
	Subtotal Salaries	2.52	\$240,433

Memo to Government Efficiency and Labor Committee  
August 4, 1993

Fringe Benefits @ approx. 23 percent of salaries	<u>\$54,339</u>
Total Personnel	\$294,772

**Travel Expenses**

Southern California Workshop	
Airfare @ \$178 round-trip for one staff person	\$178
Hotel @ \$63 per day for 3 days	189
Meals @ \$28 per day for 3 days	84
Registration	150
Miscellaneous (i.e. taxi)	<u>32</u>
Subtotal	\$633

Northern California Workshop	
Mileage: 200 miles @ \$.22/mile	\$44
Hotel @ \$63 per day for 3 days	189
Meals @ \$28 per day for 3 days	84
Registration	<u>150</u>
Subtotal	\$467

Total Travel Expenses	1,100
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**Operating Expenses**

Audit of Drug Abatement	
Program grant	\$3,157
Indirect costs @ 5 percent of total grant amount	15,785
Postage	250
Office supplies	<u>643</u>

Total Operating Expenses	<u>19,835</u>
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Total Program Budget	\$315,707
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**Required Match:** None

**No. of Persons**

**Served:** Approximately 800 drug dealers

**Indirect Costs:** \$15,785, or five percent of the total grant

**Comments:**

1. The application deadline for this grant was June 25, 1993. As such, the proposed resolution should be amended to provide for retroactivity for the application of this grant. Ms. King-Gorwky reports that the District Attorney is only just now submitting a request to apply for, accept and expend the



proposed grant due to a delay in the State's formal notification of the budgetary amount of the grant award.

2. As noted above, the grant period is from July 1, 1993 through June 30, 1994. The District Attorney's Office reports that expenditures have already been incurred against this grant. Therefore, the title and body of the proposed resolution should be amended to provide for ratification of action previously taken for the acceptance and expenditures of funds.

3. The proposed grant of \$315,707 represents an decrease of \$15,105, or approximately 4.6 percent, over the previous grant of \$330,812.

4. The Department has completed a Disability Access Checklist, which is in the file.

5. A Summary of Grant Request form, as completed by the Department, is attached.

**Recommendations:** 1. Amend the proposed resolution to provide for ratification of action previously taken to apply for, accept and expend these grant funds.

2. Approve the proposed resolution as amended.

Item No. \_\_\_\_\_

District Attorney - Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning  
 Contact Person Carol Gerber  
 Address 1130 K. Street  
Sacramento, California

Division District Attorney  
 Section Narcotics Unit  
 Contact Person Donna Lee  
 Telephone (415) 553-1456

Amount Requested \$315,707Application Deadline June 25, 1993Term From 7-1-93 To 6-30-94

Notification Expected \_\_\_\_\_

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$315,707 from the period of 7-1-93 to 6-30-94 to provide San Francisco Drug Abatement Program services.

II. Summary: (Concise summary; brief description; include a general statement of purpose and provide)

The vertical prosecution team consisting of 3 experienced prosecutors will enable the District Attorney's Office to address mid level to major level drug dealers as well as drug related violence cases. Additionally, the program will target probationers who continue involvement in the drug trade.

III. Outcomes/Objectives:

The vertical prosecution team will target these offenders and seek the most appropriate sentence. It is anticipated that the project will significantly impact all classes of targeted offenders.

IV. Effects of Reduction or Termination of These Funds:

The drug epidemic continues to strain the resources of the District Attorney's Office. A reduction or termination of these funds will overwhelm the Narcotics Unit and would adversely affect the ability to handle target offenders. Without vertical prosecution, many of these dealers will end up with probation with little or no jail.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	300,205	330,812	315,707	-15,105		
Personnel	281,094	309,863	294,772	-15,091		
Equipment	0	0	0	0		
Contract Svc.	0	0	0	0		
Mat. & Supp.	0	0	893	+ 893		
Facilities/Space	0	0	0	0		
Other	4,102	4,408	4,257	- 151		
Indirect Costs	15,010	16,541	15,785	= 756		

VI. Data Processing

(Leave section blank)

VII. Personnel

	F/T CSC	P/T CSC	Contractual
	2	4*	N/A
	2	4*	N/A
	2	4*	N/A
	None	None	N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Positions at varying percentages - balance paid by the District Attorney General Fund.

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained contingent upon continued source of funds available.

• VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Examination Form)

Memo to the Government Efficiency and Labor Committee  
August 4, 1993

Item 1p - File 138-93-4

**Department:** District Attorney's Office

**Item:** Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend grant funds in the amount of \$100,000 made available through the California Office of Criminal Justice Planning for a project entitled "Gang Violence Suppression Program" for the 12 month period from July 1, 1993 through June 30, 1994.

**Grant Amount:** \$100,000

**Grant Period:** July 1, 1993 through June 30, 1994

**Source of Funds:** California Office of Criminal Justice Planning (OCJP)

**Project:** Gang Violence Suppression Program

**Description:** The proposed grant of \$100,000 is a continuation grant which would be used to prevent gang violence by aggressively prosecuting adult and juvenile gang leaders. The District Attorney would also begin a regular series of school visits to educate potential gang members of the impact of gang violence on its victims.

<b>Budget:</b>	<b><u>Personnel</u></b>	<b><u>FTE</u></b>	
	Head Attorney	.07	\$7,386
	Principal Attorney	.65	63,788
	Investigative Assistant	<u>.10</u>	<u>4,145</u>
	Subtotal Salaries	.82	\$75,319
	Fringe Benefits @ approx. 23 percent		<u>17,053</u>

Total Personnel \$92,372

**Operating Expenses**

Gang Violence Suppression	
Program Audit	\$950
Office Supplies	250
Postage	90
Reproduction	360
Telephones	528
Publications	111
Travel	577

Memo to the Government Efficiency and Labor Committee  
August 4, 1993

Indirect Costs @ 4.76 percent of total grant	<u>\$4,762</u>
Total Operating Expenses	<u>\$7,628</u>
Total Program Budget	\$100,000

**Required Match:** None

**No. of Persons Served:** Approximately 60 gang leaders

**Indirect Costs:** \$4,762 or 4.76 percent of the total grant amount

- Comments:**
1. The application deadline for this grant was June 24, 1993. As such, the proposed resolution should be amended to provide for retroactivity for the application of this grant. Ms. Mary King-Gorwky of the District Attorney's Office reports that the District Attorney is only just now submitting a request to apply for, accept and expend the proposed grant due to a delay in the State's formal notification of the budgetary amounts of the grant award. The proposed resolution was received by the Board of Supervisors on July 8, 1993.
  2. As noted above, the grant period is from July 1, 1993 through June 30, 1994. The District Attorney's Office reports that expenditures have been incurred against this grant. Therefore, the title and body of the proposed resolution should be amended to provide for ratification of action previously taken for the acceptance and expenditure of funds.
  3. The proposed grant of \$100,000 is approximately \$1,331, or approximately 1.3 percent, more than the prior OCJP funded grant of \$98,669 for Fiscal Year 1991-92. Ms. King-Gorwky advises that the State was unable to fund the Project for 1992-93. As such, last year's Gang Violence Suppression Program was funded through the Department's 1992-93 General Fund budget with surplus funds resulting from a vacant position in the amount of approximately \$73,000.
  5. The Department has completed a Disability Access Checklist, which is in the file.
  6. A Summary of Grant Request form, as completed by the Department, is attached.

**Recommendation:** Amend the proposed resolution to provide for ratification of action previously taken to apply for, accept and expend the

Memo to the Government Efficiency and Labor Committee  
August 4, 1993

proposed grant funds, and approve the proposed resolution as amended.

Grantor Office of Criminal Justice Planning  
 Contact Person Ray Johnson  
 Address 1130 K Street, Suite 300  
Sacramento, CA 95814  
 Amount Requested \$ 100,000.00  
 Term: From 07-01-93 To 06-30-94  
 Health Commission \_\_\_\_\_

Division District Attorney's Office  
 Section \_\_\_\_\_  
 Contact Person Bridget Bane  
 Telephone 553-1895  
 Application Deadline June 24, 1993  
 Notification Expected \_\_\_\_\_  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) (Circle appropriate words) grant in the amount of \$ 100,000 from the period of 7-1-93 to 6-30-94 to provide Gang Violence Suppression Program services.

II. Summary: (Contact history, need addressed, member groups served, services and providers)

The requested funds are to be used to further the District Attorney's commitment to preventing gang violence by aggressively prosecuting adult and juvenile gang leaders. The District Attorney will also begin a regular series of school visits to educate potential gang members of the impact of gang violence on its victims.

III. Outcomes/Objectives:

To deny gang members of their leadership thereby reducing the gang's level of activity. To prevent gang membership by making potential members more sensitive to the impact of gang activity on the community.

IV. Effects of Reduction or Termination of These Funds:

The San Francisco District Attorney does not currently receive Gang Violence Suppression funding. Failure to obtain funding will mean that the proposed in school program could not be performed and potentially a reduction in specifically gang leadership focused prevention efforts.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>98,669.00</u>	<u>0</u>	<u>100,000.00</u>	_____	_____	_____
Personnel	<u>90,695.00</u>	_____	<u>92,372.00</u>	_____	_____	_____
Equipment	<u>N/A</u>	_____	<u>N/A</u>	_____	_____	_____
*Contract Svc.	<u>N/A</u>	_____	<u>N/A</u>	_____	_____	_____
Mat. & Supp.	<u>1,549.00</u>	_____	<u>1,339.00</u>	_____	_____	_____
Facilities/Space	<u>N/A</u>	_____	<u>N/A</u>	_____	_____	_____
Other	<u>1,726.00</u>	_____	<u>1,527.00</u>	_____	_____	_____
Indirect Costs	<u>4,699.00</u>	_____	<u>4,762.00</u>	_____	_____	_____

VI. Data Processing

(costs included above)

N/A

N/A

N/A

VII. Personnel

F/T CSC

3\*

0

3\*

P/T CSC

Contractual

\*Positions are funded at varying percentages the balance is paid by the District Attorney Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: General See VII above

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained contingent upon grant funding.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)



Item 1q - File 138-93-5

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept, and expend grant funds in the amount of \$285,000 made available through the State Board of Control, Victims of Crime Program, an agent of the State of California, for a project entitled "Joint Powers Agreement with Victim Witness Assistance Center" for Fiscal Year 1993-94.

**Grant Amount:** \$285,000

**Grant Period:** July 1, 1993 through June 30, 1994

**Source of Funds:** State Board of Control

**Project:** Joint Powers Agreement with Victim Witness Assistance Center

**Description:** The proposed grant of \$285,000 is a continuation grant in order for the District Attorney's Office to provide verification services for victims of violent crime who seek compensation for unreimbursed financial losses due to crime. Compensation is made through the State Restitution Fund which is established through criminal fines and penalties. The State Board of Control has had a Joint Powers Agreement with San Francisco to provide these services since 1986.

<b>Budget:</b>	<b><u>Personnel</u></b>	<b><u>FTE</u></b>	
	Executive Director	.10	\$6,027
	Coordinator	1.00	47,685
	Victim Witness		
	Technicians	4.80	128,717
	Senior Clerk Typist	.40	13,593
	Grant Manager	.10	4,351
	Data Processing Clerk	<u>1.00</u>	<u>18,993</u>
	Subtotal Salaries	7.40	\$219,366
	Fringe Benefits @ approx.		
	17 percent of salaries		<u>36,524</u>
	Total Personnel		\$255,890



**Operating Expenses**

Equipment Rental	\$627
Equipment Repair	627
Postage	\$661
Office supplies	1,915
Audit of total grant program	2,850
Reproduction	2,144
Travel	104
Training	1,913
Telephones	4,019
Indirect costs @ 5 percent of total grant amount	<u>14,250</u>

Total Operating Expenses \$29,110

Total Program Budget \$285,000

**Required Match:** None

**Indirect Costs:** \$14,250, or 5% of the total grant amount

**No. of Persons Served:** Approximately 2,300 victims of violent crime

- Comments:**
1. The application deadline for this grant was June 28, 1993. As such, the proposed resolution should be amended to provide for retroactivity for the application of this grant. Ms. King-Gorwky reports that the District Attorney is only just now submitting a request to apply for, accept and expend the proposed grant due to a delay in the State's formal notification of the budgetary amount of the grant award. The proposed resolution was received by the Board of Supervisors on July 8, 1993.
  2. As noted above, the grant period for the proposed continuation grant is from July 1, 1993 through June 30, 1994. The District Attorney's Office reports that expenditures have already been incurred against this grant. Therefore, the title and body of the proposed resolution should be amended to provide for ratification of action previously taken for the acceptance and expenditure of funds.
  3. The proposed grant of \$285,000 represents an increase of \$54,150, or 23.5 percent, over the previous grant of \$230,850 for 1992-93.
  4. The Department has completed a Disability Access Checklist, which is in the file.

Memo to Government, Efficiency and Labor Committee  
August 4, 1993

5. A Summary of Grant Request form, as completed by the Department, is attached.

**Recommendation:** Amend the proposed resolution to provide for ratification of action previously taken, and approve the proposed resolution as amended.

For: State Board of Control  
 Contact Person Al Schaden  
 Address P.O. Box 3036  
Sacramento, CA 95812-3036

Division District Attorney's Office  
 Section Victim Witness Bureau  
 Contact Person Felix Marin  
 Telephone 415-553-9044  
 Application Deadline 6/28/93  
 Notification Expected 7/22/93

Amount Requested \$ 285,000  
 Term: From 7/1/93 To 6/30/94

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~GRANT~~ (contribution) ~~ON BEHALF OF~~ ~~XXXXXXXXXXXX~~  
 (Grant agreement title) grant in the amount of \$285,000 from the period of 7/1/93 to 6/30/94  
 to provide verification of victim compensation claims services.

## II. Summary: (Concise summary of project goals and objectives)

The State Board of Control has entered into a Joint Powers Agreement with the County since 1986. The Victim/Witness Bureau of the D.A.'s Office administers the Agreement by providing verification services for victims of violent crime who seek compensation for unreimbursed financial losses due to crime. Compensation is made through the State Restitution Fund which is established through criminal fines and penalties.

## III. Outcomes/Objectives:

Victim Compensation staff will verify an approximate number of regular and supplemental claims to earn 1275 total claim credits for FY'93-94 per requirements of the State Board of Control.

## IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds would decrease the number of victims applying for compensation, reduce the reimbursement to San Francisco service providers (primarily SFGH), and increase the amount of time to process victim claims.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	230,850	230,850	285,000	+19.3	-0-	
Personnel	202,139	204,330	255,890	+20.15	-0-	
Equipment	-0-	-0-	-0-	-0-	-0-	
Contract Svc.	-0-	-0-	-0-	-0-	-0-	
Mat. & Supp.	1,740	1,630	1,915.00	+285.00	-0-	
Facilities/Space	-0-	-0-	-0-	-0-	-0-	
Other	15,428	13,347	12,945	(402.00)	-0-	
Indirect Costs	11,543	11,543	14,250	+2707.00		

## VI. Data Processing

(none indicated above) N/A N/A N/A N/A

## VII. Personnel

F/T CSC	6	5	6	+1	N/A
P/T CSC	4	5	3	(2)	N/A
Contractual	-0-	-0-	-0-	-0-	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
District Attorney's Office General Fund; Office of Criminal Justice and Planning.

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Quotation Form)

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Item 1r - File 143-93-1

**Department:** Police Department

**Item:** Resolution authorizing the Chief of Police to apply for, accept, and expend funds in the amount of \$148,000, which includes indirect costs of \$9,250 based on five percent of the total grant award, and agreeing to provide a 20 percent or \$37,000 cash match for funding a Crime Prevention Expansion Project: Mission Corridor.

**Grant Amount:** The State Office of Criminal Justice Planning (OCJP) has authorized the Police Department to apply for an additional \$16,175 for a new total grant award of \$164,175. In addition, the cash match would increase to \$41,044. The total project cost would be \$205,219.

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning

**Project:** Crime Prevention Expansion Project: Mission Corridor

**Description:** The proposed State grant funds would provide for the second year funding of the Crime Prevention Expansion Project: Mission Corridor. This project would emphasize San Francisco Police Department training to increase crime prevention efforts, training in victim services and cultural and ethnic sensitivity, community outreach, empowerment and organizing, using the skills of the Community Police Officer Program (CPOP) and Safety Awareness For Everyone (SAFE), a community-based group that provides San Francisco with crime prevention services. Police Officers selected for the Program will provide services on an overtime basis, in addition to their regular shift.

**Budget:**

<u>Overtime</u>	
Q2 Patrol Officers (1,227 hrs. @ \$35.49 per hr.)	\$ 43,546
Q2 Patrol Officers (176 hrs. @ \$36.94 per hr.)	6,501
Q50 Sergeants (666.1 hrs. @ \$41.14 per hr.)	<u>27,403</u>
Subtotal Overtime	\$ 77,450

<u>Operating Expenses</u>	
Travel	\$ 1,534
Vehicle Maintenance/Fuel	1,450
Materials/Supplies (video tapes, computer furniture)	3,653

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Equipment (sports equipment for youth, Motorola radios)	\$ 7,909	
Audits <sup>1</sup>	<u>1,850</u>	
Subtotal Operating Expenses		\$ 16,396

Contractual Services

SAFE Inc. (Contractor will initiate  
and expand local crime  
prevention programs) \$87,000

Louie Consulting Services  
(Contractor will expand  
cultural/ethnic awareness  
training for Police Officers) 15,460

Subtotal Contractual Services	102,460
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Indirect Costs

(approx. 4.5% of total project cost less  
equipment) 8,913

Total Project Cost	\$205,219
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**Required Match:** \$41,044 cash match based on 20 percent of total project costs, which has been included in the Police Department's budget for FY 1993-94.

**No. of Persons  
Served:**

This project would serve the people who reside, own businesses, travel, and attend school in the Mission Corridor. The Mission Corridor is bounded by 14th St. on the North, 26th St. on the South, South Van Ness on the East, and Valencia St. on the West.

**Indirect Costs:** \$8,913 (based on approximately 4.5% of the total project cost of \$205,219 less equipment of \$7,909, or \$197,310)

**Comments:** 1. As noted above, the State OCJP has authorized the Police Department to apply for an additional \$16,175 for a total grant amount of \$164,175. In addition, the cash match would increase to \$41,044. Therefore, the resolution should be amended to authorize the Police Department to apply for, accept and expend funds in the amount of \$164,175, and agreeing to provide a 20 percent or \$41,044 cash match.

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<sup>1</sup> Office of Criminal Justice Planning (OCJP) grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget a portion of the audit costs.



2. The cost of contractual services provided by SAFE Inc. was \$58,413 last year, over a six month period, under the OCJP grant. The contractual cost this year of \$87,000 represents a \$28,587 or 48.94 percent increase from last year because SAFE Inc. would provide 12 months of service this year. SAFE Inc. was selected on a sole source basis due to the specialized nature of its services.

3. The cost of contractual services provided by Louie Consulting Services was \$12,777 last year, over a six month period, under the OCJP grant. The contractual cost this year of \$15,460 represents a \$2,683 or 21 percent increase from last year because Louie Consulting Services would provide 12 months of service this year. Louie Consulting Services was selected on a sole source basis due to the specialized nature of its services.

4. The deadline for the grant application was June 14, 1993. Therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively. The term of the proposed grant is July 1, 1993 to June 30, 1994. However, the Police Department advises that project expenses have not been incurred against this award.

5. A reference to indirect costs in the amount of \$9,250 based on 5 percent of the total project cost of \$185,000 is included in the title of the legislation, but the indirect costs are actually \$8,913 based on approximately 4.5 percent of the total project cost less equipment. Therefore, the proposed legislation should be amended to reference indirect costs in the amount of \$8,913 based on approximately 4.5 percent of the total project cost less equipment, in the title and body of the proposed legislation.

6. The revised "Summary of Grant Request", as prepared by the Police Department is attached.

7. The Police Department has completed a Disability Access Checklist.

**Recommendation:** 1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.

2. Amend the proposed resolution to reference indirect costs in the amount of \$8,913 based on approximately 4.5 percent of the total project cost less equipment in the title and body of the proposed legislation.

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

3. Amend the proposed resolution to authorize the Police Department to apply for, accept and expend funds in the amount of \$164,175 and agreeing to provide a 20 percent or \$41,044 cash match.
4. Approve the proposed resolution as amended.



**Grantor** OFFICE OF CRIMINAL JUSTICE PLANNING **Division** SAN FRANCISCO POLICE DEPARTMENT  
**Contact Person** Deborah Viney **Section** Crime Prevention/Suppression Br  
**Address** 1130 - K Street, Suite 300 **Contact Person** Sergeant John V. Bisordi  
Sacramento, CA 95814 **Telephone** 415-553-1120  
**Amount Requested** \$ 168,219.00 **Application Deadline** June 14, 1993  
**Term:** From 07/01/93 To 06/30/93 **Notification Expected** June 1993  
**Health Commission** \_\_\_\_\_ **Board of Supervisors:** Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

**Item Description:** Request to (apply for) (accept and expend) a ~~(grant)~~ (continuation) (extension) (modification) grant in the amount of \$ 168,219 from the period of 7/1/93 to 6/30/94 to provide crime prevention expansion services.

**II. Summary:** (Grant summary: brief statement of purpose, goals, objectives, and priorities)

Based upon data gathered via crime stats and community needs assessment, SFPD will work with SAFE to target the Mission corridor (14th - 26th Sts./So. Van Ness - Valencia). Emphasis will be placed on SFPD training to increase crime prevention, training in victim services, cultural and ethnic sensitivity. SFPD and SAFE will focus on Neighborhood Watch groups, youth, elderly, area service providers and businesses to implement more non-traditional crime prevention activities.

**III. Outcomes/Objectives:**

Implementation of crime prevention programs for elderly and information on elder abuse. Increase numbers of Neighborhood Watch groups, hold mass meetings, reduce substance abuse and sales; increase hate crimes awareness; crime prevention programs in schools, information on business and residential security, locking devices available to residents and merchant

**IV. Effects of Reduction or Termination of These Funds:**

Reduced crime prevention services

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$110,000	\$168,219	+\$58,219	\$41,044	
Personnel		\$ 5,575	\$ 62,234	+\$56,659	\$15,171	
Equipment		0	\$ 8,689	+\$ 8,689	\$ 2,118	
Contract Svc.		\$109,375	\$ 81,968	-\$27,407	\$20,492	
Mat. & Supp.		\$ 5,943	-	-\$ 5,943	-	
Facilities/Space		0	-	-	-	
Other		\$ 772	\$ 7,245	+\$ 6,473	\$ 1,647	
Indirect Costs			\$ 8,083	+\$ 8,083	\$ 1,616	

**VI. Data Processing**

(Leave indicated blank)

**VII. Personnel**

	F/T CSC	P/T CSC	Contractual
F/T CSC			
P/T CSC		2	2
Contractual		2.5	2.5

**Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:**  
General Fund - San Francisco Police Department

**Will grant funded employees be retained after this grant terminates? If so, How?**  
Yes, will be absorbed into the San Francisco Police Department budget

**\*VIII. Contractual Services:** Open Bid \_\_\_\_\_ **State Source** XX (If not used, attach Request for Quotation Form)



Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Item 1s - File 143-93-2

**Department:** Police Department

**Item:** Resolution authorizing the Chief of Police to apply for, accept, and expend funds in the amount of \$200,000, which includes indirect costs of \$10,000 based on five percent of the total grant award, for new funding for a Community Oriented Policing Program.

**Grant Amount:** \$200,000

**Grant Period:** September 1, 1993 to August 31, 1994

**Source of Funds:** United States Department of Justice/Bureau of Justice Assistance (BJA)

**Project:** Community Oriented Policing Program

**Description:** The proposed Federal grant funds would provide for the first year funding of the Community Oriented Policing Program. This program would involve and train members of the community, media, government representatives and businesses into a Community Oriented Policing Consortium to increase awareness of crime problems and foster the development of neighborhood based crime prevention efforts. Police Officers selected for the program will work on an overtime basis, in addition to their regular shift.

**Budget:**

<u>Overtime</u>	
Q60 Lieutenant (200 hrs @ \$46.15/hr.)	\$ 9,230
Q50 Sergeants (800 hrs. @ \$41.14/hr.)	32,912
Q20 Patrol Officers (1,000 hrs @ \$35.49/hr.)	<u>35,490</u>
Subtotal Overtime	\$ 77,632
<u>Operating Expenses</u>	
Phone Bank for information gathering (installation and maintenance)	\$ 5,000
Training	3,000
Materials	2,868
Audits <sup>1</sup>	<u>1,500</u>

<sup>1</sup> Office of Criminal Justice Planning (OCJP) grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget a portion of the audit costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Subtotal Operating Expenses	\$ 12,368
<u>Contractual Services</u>	100,000
5 college students, 40 hrs. per week, for 50 weeks @ \$10 per hr.	
<u>Indirect Costs (5% of total grant award)</u>	<u>10,000</u>
Total	\$200,000

**Required Match:** None

**No. of Persons Served:** 742,000 (City-wide implementation plan)

**Indirect Costs:** \$10,000, or five percent of the total grant award

**Comments:**

1. The "Summary of Grant Request", as prepared by the Police Department is attached.
2. The Police Department has completed a Disability Access Checklist.
3. A reference to indirect costs in the amount of \$10,000 based on 5 percent of the grant award (\$200,000) is included in the title of the legislation, but not in the body of the legislation. Therefore, the proposed legislation should be amended to reference indirect costs in the amount of \$10,000 in the body of the legislation.

**Recommendation:** Amend the proposed resolution to reference indirect costs in the amount of \$10,000 based on 5 percent of the total grant award (\$200,000) in the body of the proposed legislation, and approve the resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor U.S. Department of Justice  
 Contact Person Richard Ward  
 Address 633 Indiana Avenue N.W.  
Washington, D.C. 20531  
 Amount Requested \$ 200,000.00  
 Term: From 9/01/93 To 08/31/94  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Division Bureau of Justice Assistance  
 Section San Francisco Police Department  
 Contact Person Captain Michael Hebel  
 Telephone 695 6900  
 Application Deadline June 28, 1993  
 Notification Expected July 1993  
 Full Board \_\_\_\_\_

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 200,000. from the period of 9/1/93 to 8/31/93 to provide community-oriented policing services.

I. Summary: (Concise summary; need addressed; number + groups served; services and providers)

Redesign and reimplement a Department wide Community Oriented Policing Program. Involve and train members of the community, media, government representatives and businesses into a Community Oriented Policing Consortium. Establish a program staff to facilitate and direct the program. Establish a supplemental staff to conduct various information gathering projects.

II. Outcomes/Objectives:

Increase awareness of crime problems and foster the development of neighborhood based crime prevention efforts. Respond to specific community problems and needs. Increase neighborhood involvement in policing activities through special programs, meetings and the permanent assignment of police officers to neighborhood beats.

III. Effects of Reduction or Termination of These Funds:

Limit the expansion of the Community Oriented Policing Project.

IV. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$200,000.		0	
Personnel			77,632.			
Equipment			7,868.			
Contract Svc.			100,000.			
Mat. & Supp.						
Facilities/Space						
Other			4,500.			
Indirect Costs			10,000.			

V. Data Processing

(costs included above)

VI. Personnel

Full Time CSC				
Part Time CSC			5	
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

VII. Will grant funded employees be retained after this grant terminates? If so, How?  
 No.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source XX (If sole source, attach Request for Exemption Form)



Item 1t - File 143-93-3

**Department:** Police Department

**Item:** Resolution authorizing the Chief of Police to apply for, accept, and expend funds in the amount of \$100,000, which includes indirect costs of \$5,500 based on five percent of the total grant award, for new funding for a Suppression of Drug Abuse in the Schools Program and agreeing to provide a ten percent, or \$10,000 cash match.

**Grant Amount:** \$100,000

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning

**Project:** Suppression of Drug Abuse in the Schools Program

**Description:** The proposed grant funds would provide for the first year State grant funding of the Suppression of Drug Abuse in the Schools Program. This Program would allow the Police Department to enhance both the Drug Education Program at the elementary school level and the Middle School Law Enforcement Program at the middle school level in targeted Enterprise Zone schools. The Enterprise Zone area includes Bayview Hunters Point/South Bayshore, Chinatown, the Haight Ashbury, the Mission, Mission Bay Project area, Potrero Hill, South of Market, the Tenderloin, and the Western Addition. At the elementary schools, Police Officers will present a curriculum to 4th and 5th grade students. At the middle school level, the department will target students in 13 middle schools. Police Officers selected for the program will work on an overtime basis, in addition to their regular shift.

<b>Budget:</b>	<u>Overtime</u>	
	Q2 Patrol Officers (1,044 hrs @ \$35.49 per hr.)	\$ 37,052
	Q50 Sergeants (352 hours @ \$41.14 per hr.)	<u>14,481</u>
	Subtotal Overtime	\$ 51,533
	<u>Operating Expenses</u>	
	Travel	\$ 1,500
	Training Materials	2,315

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Audits <sup>1</sup>	\$ <u>1,100</u>	
Subtotal Operating Expenses		\$ 4,915
<u>Consultants</u>		
(Knox Associates and Chinatown Youth Center to provide parent workshops in the schools)		48,052
<u>Indirect Costs</u>		
(5% of the total project cost)		<u>5,500</u>
Total Project Cost		\$110,000

**Required Match:** \$10,000 cash match which has been included in the Department's FY 1993-94 budget.

**No. of Persons Served:** 16,793 school children

**Indirect Costs:** \$5,500

**Comments:**

1. The "Summary of Grant Request", as prepared by the Police Department is attached.
2. The Police Department has completed a Disability Access Checklist.
3. The deadline for the grant application was June 25, 1993. Therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively. The term of the proposed grant is July 1, 1993 to June 30, 1994. However, the Police Department advises that project expenses have not been incurred against this award.
4. A reference to indirect costs in the amount of \$5,500 based on five percent of the total grant award of \$100,000 is included in the title of the legislation, but the indirect costs are actually based on the total grant award of \$100,000 plus a cash match of \$10,000 for a total of \$110,000. In addition, indirect costs in the amount of \$5,500 are not included in the body of the legislation. Therefore, the proposed legislation should be amended to reference indirect costs in the amount of \$5,500 based on 5 percent of the total grant award of \$100,000 plus a

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<sup>1</sup> Office of Criminal Justice Planning (OCJP) grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget a portion of the audit costs.

\$10,000 cash match in the title and body of the proposed legislation.

**Recommendations:** 1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.

2. Amend the proposed resolution to reference indirect costs in the amount of \$5,500 based on 5 percent of the total grant award (\$100,000) plus a \$10,000 cash match in the title and body of the proposed legislation.

3. Approve the proposed resolution as amended.

Grantor Officer of Criminal Justice Planning Division Drug Suppression Program  
 Contact Person \_\_\_\_\_ Section San Francisco Police Dept.  
 Address 1130 K Street, Suite 300 Contact Person Sergeant Heather Fong  
Sacramento, Ca. Telephone 415 695 6922  
 Amount Requested \$ 100,000.00 Application Deadline June 24, 1993  
 Term: From 7/1/93 To 6/30/94 Notification Expected July 1993  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) ~~(continuation)~~ grant in the amount of \$100,000.00 from the period of 7/1/93 to 6/30/94  
 (Circle appropriate words) to provide suppression of drug abuse in schools services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)  
 Drug suppression in schools funding would allow the SFPD to enhance both the Drug Education Program at the elementary school level and the Middle school Law Enforcement Program at the middle school level in the targeted Enterprise Zone schools. At the elementary schools officers will present a curriculum to 4th and 5th grade students. At middle school level it will target students in 13 middle schools.

III. Outcomes/Objectives:  
 The award of this grant would provide additional prevention, intervention and training options for youth, parents and school staff. The reduction of drug use and increased awareness of negative effects is the goal of this project.

IV. Effects of Reduction or Termination of These Funds:

Existing programs in the elementary and middle schools would be eliminated and the expansion into additional classes would not be possible.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			\$100,000.		\$10,000.	
Personnel			\$ 52,000.			
Equipment			0			
Contract Svc.			\$ 48,000.			
Mat. & Supp.			2,300.			
Facilities/Space						
Other			\$ 1,500.			
Indirect Costs			\$ 6,200.			

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC			0		
P/T CSC			34		
Contractual			50		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?  
 No.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source XX (if sole source, attach Request for Exception Form)

Item 1u - File 143-93-4

**Department:** Police Department

**Item:** Resolution authorizing the Chief of Police to apply for, accept, and expend funds in the amount of \$131,663, which includes indirect costs of \$6,583 based on 5% of the total grant award, for new funding for an Anti-Drug Abuse Enforcement Program.

**Grant Amount:** \$131,663

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning

**Project:** Anti-Drug Abuse Enforcement Program

**Description:** The proposed grant would provide for first year State grant funding of the Anti-Drug Abuse Enforcement Program. This program would be used by the Narcotics Unit of the Police Department. The program is designed to disrupt drug dealers activities and enable Police Officers to develop criminal cases for prosecution. Police Officers would use information from the community to identify and work in areas with a high volume of narcotic trafficking. Police Officers selected for the program will work on an overtime basis, in addition to their regular shift.

**Budget:**

<u>Personnel</u>		
8260 Criminalist (1.0 FTE)	\$44,530	
Q50 Sergeant (.25 FTE)	14,047	
Benefits for Criminalist <sup>1</sup>	<u>3,573</u>	
Subtotal Personnel	\$62,150	
<u>Overtime</u>		
1,528 hrs @ \$38 per hour	<u>58,064</u>	
Total Personnel		\$120,214
<u>Operating Expenses</u>		
Travel	\$ 775	
Confidential Informant Materials	2,591	

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<sup>1</sup> Retirement benefits are not included

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Audits <sup>2</sup>	<u>\$ 1,500</u>	
Subtotal Operating Expenses		\$ 4,866
<u>Indirect Costs (5% of total grant award)</u>		<u>6,583</u>
Total		\$131,663

**Required Match:** None

**No. of Persons Served:** 742,000 (City-wide population)

**Indirect Costs:** \$6,583 based on 5% of the total grant award.

**Comments:**

1. The "Summary of Grant Request", as prepared by the Police Department is attached.
2. The Police Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. The deadline for the grant application was June 25, 1993. Therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively. The term of the proposed grant is July 1, 1993 to June 30, 1994. However, the Police Department advises that project expenses have not been incurred against this award.
4. A reference to indirect costs in the amount of \$6,583 is included in the title of the legislation, but not in the body of the legislation. Therefore, the proposed legislation should be amended to reference indirect costs in the amount of \$6,583 in the body of the legislation.

**Recommendations:**

1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.
2. Amend the proposed resolution to reference indirect costs in the amount of \$6,583 in the body of the proposed legislation.
3. Approve the proposed resolution as amended.

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<sup>2</sup> Office of Criminal Justice Planning (OCJP) grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget a portion of the audit costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor OFFICE OF CRIMINAL JUSTICE PLANNING  
 Contact Person \_\_\_\_\_  
 Address 1130 - K STREET, SUITE 300  
SACRAMENTO, CA. 95814  
 Amount Requested \$ 131,663.00  
 Term: From 7/1/93 To 6/30/94  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Division Anti-DRUG ABUSE BRANCH  
 Section SAN FRANCISCO POLICE DEPARTMENT  
 Contact Person JOHN HALLISY, SERGEANT  
 Telephone (415) 553 7900  
 Application Deadline July 25, 1993  
 Notification Expected July 1993  
 Full Board \_\_\_\_\_

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (modification) (supplementation) grant in the amount of \$ 131,663. from the period of 7/1/93 to 6/30/94 to provide drug abuse enforcement services.

I. Summary: (Context/history; need addressed; number + groups served; services and providers)

Buy/bust operations targeted at problem areas of the City will be conducted by the Narcotics Unit of the Police Department. This will disrupt drug dealers activities and enable officers to develop criminal cases for prosecution. Using information from the community officers will work areas with high volume of narcotic trafficking.

## II. Outcomes/Objectives:

Issue warrants and arrest individuals charged with drug or drug-related offenses as measured by the number of arrests, warrants issued and searches.  
Refer and file cases on individuals charged with drug and drug-related offenses.

## V. Effects of Reduction or Termination of These Funds:

Due to budget constraints the termination of these funds would limit the activity and possible reduction of narcotic activity in the communities.

## VI. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$131,663.		0	
Personnel			\$120,214.			
Equipment			0			
Contract Svc.						
Mat. & Supp.			\$ 2,591.			
Facilities/Space						
Other			\$ 800.			
Indirect Costs			\$ 8,083			

## VI. Data Processing

(costs included above)

## II. Personnel

/T CSC			1	
/T CSC			23	
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?  
Yes, Department Funded

III. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)





Item 1v - File 143-93-5

**Department:** Police

**Item:** Resolution authorizing the Chief of Police to apply for, accept and expend funds in the amount of \$100,000, which includes indirect costs of \$5,000 based on 5% of the total grant award, for new State grant funding of the California Gang Violence Suppression Program.

**Grant Amount:** \$100,000

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning

**Project:** California Gang Violence Suppression Program

**Description:** The California Gang Violence Suppression Program was previously funded for six years through Federal funds. The proposed grant would provide first year State grant funding. The California Gang Violence Suppression Program would foster communication between law enforcement agencies, prosecutors' offices, community based organizations, school and family members of gang or potential members through violence prevention curriculum and conflict resolution training in schools. This Program will also allow the Police Department to expand special activities on gangs in the San Francisco Unified School District, in the area of prevention, through a shared computer information base (Gang Reporting Evaluation And Tracking System or G.R.E.A.T.) that will allow Police Officers to gather, maintain and disseminate information throughout Police Departments in the Bay Area on individuals involved in gang related activities. Police Officers selected for the program will work on an overtime basis, in addition to their regular shift.

**Budget:**

<u>Personnel</u>		
Overtime for School Resource Police Officers (Q50 Sergeants)		
(280 hours @ \$41.14/hr.)	\$11,519	
Subtotal Personnel		\$ 11,519

<u>Operating Expenses</u>	
Travel	\$ 1,500
Vehicle Rental	32,932
Training	6,782
Substitute Teachers	10,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Materials (manuals, binders)	\$10,900	
Computer Usage (G.R.E.A.T.)	2,691	
Equipment (wireless video camera, computer upgrades)	18,080	
Audits <sup>1</sup>	<u>1,500</u>	
Subtotal Operating Expenses		\$ 84,385
<u>Indirect Costs</u>		<u>4,096</u>
(5% of the total grant award less equipment)		
Total		\$100,000

**Required Match:** None

**No. of Persons Served:** 14,043

**Indirect Costs:** \$4,096 based on 5% of the total grant award (\$100,000) less equipment costs (\$18,080) or \$81,920

**Comments:**

1. The equipment purchases have met Electronic Information Processing Steering Committee approval.
2. The deadline for the grant application was June 24, 1993. Therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively. The term of the proposed grant is July 1, 1993 to June 30, 1994. However, Ms. Heather Fong of the Police Department advises that project expenses have not been incurred against this award.
3. A reference to indirect costs in the amount of \$5,000 is included in the title of the legislation, but indirect costs for the project are actually \$4,096 because projects funded through the State Office of Criminal Justice Planning are not permitted to incur indirect costs on equipment purchases. The indirect costs (\$4,096) are based on 5 percent of the total grant award (\$100,000) less equipment expenses (\$18,080) or \$81,920. In addition, reference to indirect costs are not included in the body of the legislation. Therefore, the proposed legislation should be amended to reference indirect costs in the amount of

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<sup>1</sup> Office of Criminal Justice Planning (OCJP) grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget a portion of the audit costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\$4,096 based on 5 percent of the total grant award less equipment expenses in the title and body of the legislation.

4. The "Summary of Grant Request", as prepared by the Police Department, is attached.

5. The Sheriff's Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.

**Recommendations:** 1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.

2. Amend the proposed resolution to reference indirect costs in the amount of \$4,096 based on 5 percent of the total grant award (\$100,000) less equipment expenses (\$18,080) in the title and body of the legislation.

3. Approve the proposed resolution as amended.

Item No. \_\_\_\_\_ - Summary of Grant Request Rev. 4/10/90

Grantor OFFICE OF CRIMINAL JUSTICE PLANNING Division GANG VIOLENCE SUPPRESSION BRANCH  
 Contact Person \_\_\_\_\_ Section SAN FRANCISCO POLICE DEPT.  
 Address 1130 - K Street, Suite 300 Contact Person MICHAEL J. DOWER, LIEUTENANT  
Sacramento, Ca. 95814 Telephone (415) 553 1133  
 Amount Requested \$ 100,000.00 Application Deadline June 24, 1993  
 Term: From 7/1/93 To 6/30/94 Notification Expected July, 1993  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) ~~(X)~~ continuation (allocation) ~~(X)~~ augmentation ~~(X)~~ grant in the amount of \$100,000. from the period of 7/1/93 to 6/30/94 to provide gang violence suppression services.  
 (Circle appropriate words)

II. Summary: (Context/history, need addressed; number & groups served; services and providers)  
This program will strive to maintain communication between law enforcement agencies, prosecutors' offices, community-based organizations, schools and family members of gang or potential gang members. This project will also allow the Police Department to expand special activities on gangs in the area of prevention through our schools.

III. Outcomes/Objectives:  
To provide violence prevention educations to parents teachers and students of Middle Schools. Provide violence update presentations to staff and parents of 7th and 8th grade students in 18 middle school.

IV. Effects of Reduction or Termination of These Funds:  
Violent gang activities will continue and no education for our youth will be available for prevention.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$100,000.		0	
Personnel			\$ 11,519.			
Equipment			18,080.			
Contract Svc.			16,782.			
Mat. & Supp.			10,900.			
Facilities/Space						
Other			37,123.			
Indirect Costs			5,596.			

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC			35		
P/T CSC					
Contractual			114		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, Funded from General Funding

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source XX (If sole source, attach Request for Exemption Form)

Item 1w - File 152-93-3

**Department:** Sheriff

**Item:** Resolution authorizing the Sheriff of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$80,696 made available through the Office of Criminal Justice Planning for the San Francisco Sheriff's Drug Abatement Project.

**Grant Amount:** \$80,696

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Office of Criminal Justice Planning (OCJP)

**Project:** San Francisco Sheriff's Drug Abatement Project

**Description:** The proposed grant would provide for the third year funding of the San Francisco Sheriff's Drug Abatement Project. The Sheriff's Drug Abatement Project, known as the Anti-Drug Abuse (ADA) Home Detention, confines prisoners in their residence except for periods when they are at work, traveling to and from work and other designated brief periods. Such prisoners have been convicted of drug use and/or the sale of small quantities of drugs. The prisoners' compliance with the in-home detention is verified by random phone calls to the prisoner's home and an electronic bracelet confirming the prisoner's presence in his or her home. ADA Home Detention participants report in person at least three times a week to an assigned Deputy Sheriff for urinalysis to detect drug/alcohol use. Each prisoner also receives mandatory counseling and evaluation for substance abuse.

In addition, the ADA Home Detention Program provides a jail alternative for convicted street level drug offenders in order to provide more room in the County's jail for higher level drug offenders arrested by the Police Department and prosecuted by the District Attorney's Office under the Countywide Anti-Drug Abuse Program.

**Budget:**

<u>Personnel</u>	
8304 Deputy Sheriff (1.0 FTE)	\$43,576
8274 Sheriff's Cadet (1.0 FTE)	16,675
Fringe Benefits (@ 22%)	<u>13,363</u>
Subtotal Personnel	\$73,614

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

Operating Expenses

Travel	\$ 1,622	
Audits <sup>1</sup>	<u>1,500</u>	
Subtotal Operating Expenses		\$ 3,122

Indirect Costs

(5% of total project cost less audit expenses) 3,960

Total Project Cost \$80,696

**Required Match:** None

**No. of Program  
Participants:** 105 prisoners

**Indirect Costs:** \$3,960 based on 5 percent of total project cost (\$80,696) less audit expenses (\$1,500) or \$79,196.

**Comments:**

1. The proposed grant amount of \$80,696 is \$3,862 or 4.57 percent less than the 1992-93 grant amount of \$84,558.
2. The Sheriff's Department advises that, contingent upon the availability of funding, if grant funds are terminated or reduced, grant personnel will be terminated or reduced accordingly.
3. The grant application was due by June 25, 1993, and the term of the grant is July 1, 1993 to June 30, 1994. The Sheriff's Department advises that expenses have already been incurred by the Department against this grant award. Therefore, the proposed resolution should be amended to authorize the Department to apply for, accept and expend the proposed grant retroactively.
4. A reference to indirect costs in the amount of \$3,960 is included in the body of the legislation, but not in the title of the legislation. Therefore, the proposed legislation should be amended to reference indirect costs in the amount of \$3,960, based on five percent of the total project cost less audit expenses or \$79,196, in the title of the legislation.
5. The "Summary of Grant Request", as prepared by the Sheriff's Department, is attached.

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<sup>1</sup> Office of Criminal Justice Planning (OCJP) grant-funded projects are required to secure a financial audit in accordance with the Government Auditing Standards and are allowed to budget a portion of the audit costs.



6. The Sheriff's Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.

- Recommendation:**
1. Amend the proposed resolution to authorize the Department to apply for, accept and expend the proposed grant retroactively.
  2. Amend the proposed resolution to reference indirect costs in the amount of \$3,960, based on 5 percent of the total project cost less audit expenses, in the title of the proposed legislation.
  3. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Office of Criminal Justice Planning San Francisco Sheriff's  
 Division  
 Drafter \_\_\_\_\_ County Parole  
 Contact Person Carol Gerber Section \_\_\_\_\_  
 Address 1130 K Street, Suite 300 Contact Person Kevin Foster  
Sacramento, CA 95814 Telephone (415) 553-1591  
 Amount Requested \$ 80,696 Application Deadline \_\_\_\_\_  
 Term From 7-1-93 To 6-30-94 Notification Expected 6-25-93  
 Health Commission \_\_\_\_\_ Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~(new)~~ (continuation) (allocation) (augmentation to a)  
 (Check appropriate number) grant in the amount of \$ 80,696 from the period of 7-1-93 to 6-30-94  
 to provide \_\_\_\_\_ services

II. Summary: (Concise summary of activities, number & general nature of services and providers)

See attached program description of Sheriff's  
 Anti-Drug Abuse (ADA) Home Detention Program.

III. Outcomes/Objectives:

Reduction in recidivism of participants and reduction  
 in jail overcrowding by freeing a daily average of 15 jail beds.

IV. Effects of Reduction or Termination of These Funds:

No program.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>76,469</u>	<u>84,558</u>	<u>80,696.00</u>	<u>-0.05</u>		
Personnel	<u>55,720</u>	<u>77,355</u>	<u>73,644.00</u>	<u>-0.05</u>		
Equipment	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>		
*Contract Svc.	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>		
Mat. & Supp.	<u>10,926</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>		
Facilities/Space	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>		
Other	<u>3,000</u>	<u>3,050</u>	<u>3,122.00</u>	<u>+0.02</u>		
Indirect Costs	<u>3,823</u>	<u>4,153</u>	<u>3,960.00</u>	<u>-0.05</u>		

VI. Data Processing

(same as table above)

0 0 0 0

VII. Personnel

F/T CSC	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>
P/T CSC	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Contractual	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Source(s) of non-grant funding for salaries of CSC employees working part time on this grant:

Not applicable.

Will grant funded employees be retained after this grant terminates? If so, how?

Contingent on available funding.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

Item 1x - File 68-93-8

**Department:** Mayor's Office of Housing

**Item:** Resolution authorizing the Mayor of the City and County of San Francisco to apply for and accept a grant for the Lead-Based Paint Hazard Reduction Program from the U.S. Department of Housing and Urban Development for a total amount not to exceed \$6,000,000 for a program authorized under the Department of Veterans' Affairs and Housing and Urban Development, and under the Independent Agencies Appropriations Act of 1992 (Public Law No. 102-139). Indirect costs of \$600,000 associated with the acceptance of these grant funds are included in the application budget.

**Grant Amount:** \$6,000,000

**Term of Grant:** Two (2) years

**Source of Funds:** U.S. Department of Housing and Urban Development (HUD)

**Project:** The proposed grant funds for the Lead-Based Paint (LBP) Hazard Reduction Program would be used to test, inspect and rehabilitate low and moderate income privately-owned housing constructed prior to 1978 and to promote LBP hazard reduction activities.

**Description:** The proposed grant funds would be used for a Primary Prevention Program, a comprehensive, community-based, childhood lead poisoning prevention program. The primary goal of this program would be to educate parents in San Francisco as to the magnitude of the problem and what preventive measures could be taken to eliminate lead hazards before children become poisoned.

Lead-based paint dust, a product of the normal deterioration of lead-based paint, is the primary cause of childhood lead poisoning. San Francisco has a significant childhood lead poisoning problem. The Department of Public Health (DPH) conducted a survey from December of 1991 to April of 1992 which indicated that 99 of the 1,199 children tested (8.3 percent) had elevated levels of lead in their blood, providing San Francisco with one of the highest incidences of elevated blood levels in the State of California. Under the Primary Prevention Program, the Mayor's Office of Housing and the DPH would collaborate with other agencies and community groups in order to identify and treat all children with elevated blood levels under the age of seven.

**BOARD OF SUPERVISORS**  
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Pre-1950 housing has been identified through studies to be more likely to have environmental lead present than post-1950 housing. Thus, one of the objectives of the Primary Prevention Program would be to reduce the incidence and prevalence of elevated blood levels by creating a lead-based paint abatement-action program for private housing, focusing on owner-occupied housing or low-income rental housing built prior to 1950 and having known or probable lead-based paint hazards.

Other objectives of the Primary Prevention Program include the following:

- Expand San Francisco's certification programs for inspection, abatement and training and establish comprehensive, City-wide regulations.
- Establish methods and conduct pilot project research on innovative, cost-effective and safer methods for LBP abatement and worker protection.
- Develop information technology that would encourage the use of technology to enhance evaluation, to improve clinical practices and management, and to build communication links with similar projects.

**Required Match:** The City must provide a match of at least 10 percent, or a minimum of \$600,000, of the requested grant of \$6,000,000. For FY 1993-94, the City has budgeted approximately \$15,000,000 in seismic retrofitting funding (See Comment 1) and \$500,000 from the Mayor's Office for Community Development, for a total of \$15.5 million, to be used in conjunction with the Primary Prevention Program. Ms. Naja Williams of the Mayor's Office of Housing anticipates that the \$15 million in seismic retrofitting funding will be provided by the Earthquake Loan Bond Program of 1992 to the Mayor's Office of Housing for FY 1993-94. The remaining \$500,000 of the \$15.5 million in funding is a portion of the Community Development Block Grant (CDBG) Fund, received annually by the Mayor's Office for Community Development from the Federal government. This amount has been budgeted by the Mayor's Office for Community Development for the implementation of a lead hazard reduction program in FY 1993-94.

**No. of Persons  
Served:**

The Mayor's Office of Housing anticipates that approximately 2,500 children age six and younger would directly benefit from the Primary Prevention Program and an estimated 44,000

additional children would benefit from the educational aspects of the Program.

**Indirect Costs:** A maximum of 10 percent of grant funds, or \$600,000, may be expended for the administrative costs associated with the Lead-Based Paint Hazard Reduction Program.

**Comments:**

1. In order to combine projects and to reduce the duplication of effort, the City has committed approximately \$15 million (of the total \$15.5 million committed) in Earthquake Loan Bond-financed seismic retrofitting funding in FY 1993-94 to be used in conjunction with the new Primary Prevention Program. The Program will provide for the coordination of seismic reinforcement efforts and weatherization and energy conservation efforts through the LBP abatement process.
2. The budget for the Primary Prevention Program, to be funded by the \$6 million in grant money, is still being developed.
3. The Mayor's Office of Housing has requested that language of the proposed legislation be amended to request that the Mayor's of Housing be permitted only to apply for a grant from HUD, rather than to apply for and accept the proposed grant. Therefore, the proposed resolution should be so amended.
4. The deadline for the receipt of applications for the Lead-Based Paint Hazard Reduction Program is August 18, 1993.
5. Attached is the "Summary of Grant Request" as prepared by the Mayor's Office of Housing for the proposed grant funds.
6. Ms. Williams reports that the Mayor's Office of Housing, upon notification of the grant award, will file a Disability Access Checklist with the Board of Supervisors

**Recommendation:**

1. Amend the proposed resolution to delete the acceptance of the grant.
2. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Housing

Contact Person: Naja L. Williams Telephone: 554-8790

Project Title: Lead-Based Paint Hazard Reduction Program

Grant Source: U.S. Department of Housing and Urban Development

**Proposed (New / Continuation) Grant Project Summary:**

New proposal for a Lead-Based Paint Hazard Reduction program to be used for testing, inspections and rehabilitation of low and moderate privately owned housing constructed prior to 1978. This program will target lead-based paint hazard reduction activities in low and moderate income private housing.

Amount of Grant Funding Applied for: \$6,000,000

Maximum Funding Amount Available: \$6,000,000

Required Matching Funds: yes

Number of Positions Created and Funded: unknown at this time

Amount to be Spent on Contractual Services: unknown at this time

Will Contractual Services be put out to Bid? yes

Term of Grant: two years

Date Department Notified of Available funds: June 4, 1993

Application Due Date: August 18, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Department Head Approval





Item 4 - File 64-93-13

**Department:** Real Estate Department  
Public Library  
Department of Agriculture  
Recreation and Park Commission

**Item:** Resolution authorizing the extension of three existing lease of real property for various City departments (653 Chenery Street, Glen Park Branch Library; 501 Army Street, Department of Agriculture; and 133 Golden Gate Avenue, Recreation and Park Commission).

**Locations:** 653 Chenery Street (Glen Park Branch Library)  
501 Army Street (Department of Agriculture)  
133 Golden Gate Avenue (Recreation and Park Commission)

**Purpose of Leases:** 653 Chenery St. would be used for the Glen Park Branch Library; 501 Army Street would be used for office space for the Department of Agriculture; 133 Golden Gate Avenue would be used for a Recreation Center.

**Lessor:** Mr. and Mrs. Wilhelm A. Teitz--653 Chenery Street, S.F. Port Commission--501 Army Street, and St. Boniface Neighborhood Center, Inc.--133 Golden Gate Avenue

**No. of Sq. Ft. and Cost per Month:** 1,500 sq. ft. at 653 Chenery St. (\$1,289.93 per month, \$0.86 per sq. ft.); 2,275 sq. ft. at 501 Army St. (\$1,798.31 per month, \$0.79 per sq. ft.); and 8,780 sq. ft. at 133 Golden Gate Avenue (\$2,419 per month, \$0.28 per sq. ft.).

**Annual Cost:**

653 Chenery Street--Glen Park Library	\$15,479
501 Army Street--Dept. of Agriculture	21,579
133 Golden Gate Avenue--Recreation and Park	29,028

**% Increase Over 1992-93:** The owners of 653 Chenery Street for the Glen Park Branch Library have voluntarily waived their 5% increase, due to the City's budget crisis, such that the rent has not been increased. The monthly rental payment of \$1,798.31 for 501 Army Street for the Department of Agriculture represents a 5% increase over last year. The rental payment for 133 Golden Gate Avenue for the Recreation and Park Commission has not been increased.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Utilities and Janitor  
Services Provided by**

**Lessor:** At 653 Chenery Street, the City is responsible for all utilities and services. At 501 Army Street, the lessor is responsible for heat, electrical, and water services. At 133 Golden Gate Avenue, the lessor is responsible for all utilities and services.

**Term of Leases:** July 1, 1993 through June 30, 1994

**Right of Renewal:** There are no options remaining to extend the leases at 653 Chenery Street, and 133 Golden Gate Avenue. There is one option remaining to extend the lease for 12 months at 501 Army Street.

**Source of Funds:** Glen Park Library (653 Chenery Street): General Fund (\$7,740) and anticipated supplemental appropriation (\$7,739)--see Comment #1 below.

Department of Agriculture (501 Army Street): General Fund (\$21,579.72)

Recreation and Park Commission (133 Golden Gate Avenue): Departmental Revenues (\$29,028)

- Comments:**
1. The Board of Supervisors' approved budget for FY 1993-94 included a Library Restoration Reserve of \$4,000,000 to restore services at branch libraries for six months. According to Ms. Seema Grover of the Public Library, the Department anticipates requesting a supplemental appropriation request for these Reserve funds, including a request for \$7,739 of these funds for the proposed Glen Park Branch Library lease. The appropriation of these Reserve funds is subject to approval by the Mayor and the Board of Supervisors.
  2. The General Fund and Departmental revenues for the balance of the Public Library, the Department of Agriculture, and the Recreation and Park Commission leases have been included in the Department budgets for 1993-94.
  3. The space for Glen Park Library at 653 Chenery Street has been leased by the City for 16 years. The space for the Department of Agriculture at 501 Army Street has been leased for 10 years. The space for the Recreation and Park Commission at 133 Golden Gate Avenue has been leased for 6 years.
  4. According to Ms. Claudine Venegas of the Real Estate Department, the proposed rents represent the fair market value for the properties.

**BOARD OF SUPERVISORS**  
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5. The term of all three existing leases began July 1, 1993; therefore, the proposed resolution should provide for the Departments to enter into the leases retroactively.

**Recommendation:** 1. Amend the proposed resolution to authorize the Public Library, the Department of Agriculture, and the Recreation and Park Commission to enter into the proposed leases retroactively.

2. Approve the proposed resolution as amended.



Item 5 - File 64-93-14

**Department:** Department of Public Health

**Item:** Resolution authorizing an amendment to an existing lease of real property for the Department of Public Health.

**Location:** 25 Taylor Street, Rooms 605, 607, 610

**Purpose of Lease:** Office space would be used for Tuberculosis and HIV screening and prevention services to high-risk Tenderloin residents.

**Lessor:** Shorenstein Company

**No. of Sq. Ft. and Cost per Month:** 882 net rentable square feet at approximately \$0.65 per square foot or \$575 per month including gas, electricity, water, scavenge and janitorial services.

<b>Annual Cost:</b>	11 months Rent @ \$575	\$6,325
	Cost of Alterations (50% share)	<u>2,500</u>
	Total	<u>\$8,825</u>

**Source of Funds:** Centers for Disease Control Grant

**Term of Lease:** Commencement upon the date of resolution approval through December 31, 1995, unless funds for rental payments are not appropriated in any subsequent fiscal year.

**Description:** The proposed amendment would authorize a lease amendment between the City, as lessee, and the Shorenstein Co., as lessor, for an additional 882 square foot portion of the sixth floor at 25 Taylor Street. Currently, the DPH occupies 460 square feet in rooms 612 and 614 at 25 Taylor Street utilized as office space for four employees for Tuberculosis and HIV screening services, or an average of 115 square feet per person. The Department of Public Health would use the proposed space to expand office space for the Tuberculosis Control staff engaged in tuberculosis and HIV screening, and other prevention services in addition to treatment of patients who have contracted tuberculosis. The DPH would direct these preventive and therapeutic activities toward high-risk Tenderloin residents. The area would accommodate six additional staff persons at an average of 147 square feet per person.

The cost of this additional space includes rent plus the cost of alterations. The rent for this additional area is \$575 per

**BOARD OF SUPERVISORS**  
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month, or \$6,900 annually. The Department has budgeted the lease for eleven months at \$6,325 because the Department anticipates that it will occupy the space on or about August 1, 1993 rather than at the start of the fiscal year on July 1, 1993. The Department does not occupy the space currently. The rent includes gas, electricity, water, scavenge and janitorial service. The Lessor has agreed to perform certain alterations, at a total estimated cost of \$5,000, to render the premises suitable for City use. These alterations include partitioning, painting, new carpet and installation of additional electrical receptacles. By mutual agreement, the cost of alterations would be borne equally, at 50%, by the Lessor and the City.

**Comments:**

1. Mr. Tony Paz of the DPH advises that the lease and cost of alterations will be funded entirely by a Federal Center for Disease Control grant, made available through Appropriation No. 03-031-735001-1460-241-09. The Real Estate Department confirms this source of funds for the proposed space.
2. Mr. Paz advises that the additional space would accommodate the following new staff persons: one Nurse Practitioner, one Disease Control Investigator, two Public Health Aides, one Health Worker IV, and one Clerk Typist. Mr. Paz reports that the Department has not yet filled these positions and the grant from the Centers for Disease Control is the source of funding for these positions.
3. Mr. Phil Aissen of the Real Estate Department reports that \$575 per month represents the fair market value for the proposed space and that the City's \$2,500 share of the cost of alterations is reasonable.

**Recommendation:** Approve the proposed resolution.



Items 6 and 7 - Files 154-93-1 and 154-93-1.1

**Department:** Employees' Retirement System

**Items:** Resolution declaring a notice of intention to approve an amendment to the contract between the Board of Administration of the Public Employees' Retirement System and the City and County of San Francisco relating to retirement benefits for certain City employees (File 154-93-1).

Ordinance authorizing an amendment to the contract between the Board of Administration of the Public Employees' Retirement System (PERS) and the Board of Supervisors (File 154-93-1.1).

**Description:** The proposed resolution, would give notice of the intention of the Board of Administration of the Public Employees' Retirement System and the Board of Supervisors to approve an amendment to the Public Employees' Retirement Contract. The proposed resolution includes a statement of the proposed change to the Contract as follows: "To provide Section 20930.3 (Military Service Credit as Public Service) for County Peace Officers only".

The proposed ordinance would amend the Contract between the Board of Administration of the Public Employees' Retirement System and the Board of Supervisors by adding a new Section 20930.3, which would allow approximately 750 individuals in the County Peace Officers retirement plan to purchase up to four years of service credit for any continuous military or merchant marine service rendered prior to employment by the City. County Peace Officers include: (1) active Peace Officer employees (Deputy Sheriffs) of the Sheriff's Department on January 24, 1973 or February 1, 1978 who waived their rights under the local Retirement System, (2) active District Attorney Investigators on December 27, 1986 who waived their rights under the local Retirement System, (3) active Probation Officers, Deputy and Assistant Probation Officers and Juvenile Hall employees who elected membership under PERS, prospectively, from September 1, 1990.

**Comments:** 1. Section 8.500 provides that before the Board of Supervisors can take action on ordinances relating to members' retirement benefits, the Employees Retirement System must submit to the Board of Supervisors an actuarial report on the cost and effect of any proposed change in the benefits under the Retirement System.



2. Attached is a letter from Mr. Kieran Murphy, Actuary of the Employees' Retirement System, which describes the proposed ordinance, its effect and the associated costs. Mr. Murphy states regarding the cost of the proposed ordinance "The cost of the benefit enhancement to the City should be negligible. Very few members can be expected to make use of this option because the member is required to pay both employee and employer contributions for the time purchased. Current contribution rates (which now combine to about 30 %) would be applied to the member's beginning salary, with interest from the date of hire to the date of purchase added on. The effect would be to make this a very expensive purchase option for the member: the cost for just one year of service credit could exceed \$15,000".

**Recommendation:** Approval of the proposed resolution and the proposed ordinance are policy matters for the Board of Supervisors.

## City and County of San Francisco

San Francisco City and County  
Employees' Retirement System

July 28, 1993

John Taylor, Clerk of the Board  
Board of Supervisors  
Room 250, City Hall  
San Francisco, CA 94103

RE: File Nos. 154-93-1 and 154-93-1.1 Resolution and Ordinance  
allowing the purchase of service credit for military service  
by San Francisco employees in PERS' County Peace Officer Plan.

Dear Mr. Taylor:

The letter is intended to provide a cost and effect report on the above  
proposed ordinance, as required by Charter Section 8.500.

The Proposal

The ordinance would amend the City's contract with the California Public  
Employees' Retirement System (PERS) so as to allow San Francisco employees  
who belong to the County Peace Officer Plan to purchase retirement service  
credit for military service.

Cost and Effect of the Proposal

The effect of the proposed ordinance would be to provide a very small  
benefit enhancement to about 750 San Francisco employees who belong to  
the PERS County Peace Officer Plan. The ordinance would amend the City's  
contract with PERS to implement one of PERS' standard optional benefits  
for this group. Members would be able to purchase up to 4 years of  
service credit for any continuous military or merchant marine service  
rendered prior to employment by the City.

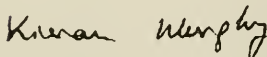
The cost of the benefit enhancement to the City should be negligible.  
Very few members can be expected to make use of this option because the  
member is required to pay both employee and employer contributions for  
the time purchased. Current contribution rates (which now combine to  
about 30%) would be applied to the member's beginning salary, with  
interest from the date of hire to the date of purchase added on. The  
effect would be to make this a very expensive purchase option for the  
member: the cost for just one year of service credit could exceed  
\$15,000.

Given the very small number of employees who are expected to use this  
option and the high cost that will be charged in those cases, this

proposal can be categorized as having no significant cost for the City.

Department representatives will be at the Committee hearing to provide further information as needed.

Sincerely,



Kieran Murphy  
Actuary

cc: Supervisor Hallinan, Chair, Government Efficiency and Labor Committee  
Supervisor Kaufman, Government Efficiency and Labor Committee  
Supervisor Leal, Government Efficiency and Labor Committee  
Ed Harrington, Controller  
Teresa Serata, Mayor's Budget Office  
Carl Bunch, ERD  
Harvey Rose, Budget Analyst  
Clare Murphy, Retirement System  
Catherine Cole, TPF&C

Item 8 - 172-93-27

**Department:** Department of Public Health (DPH),  
Division of Mental Health, Substance Abuse Services and  
Forensic Services (DMSF)

**Item:** Resolution authorizing the Department of Public Health to enter into a cooperative agreement with the State of California, Department of Vocational Rehabilitation, retroactive to July 1, 1992, in the amount of \$44,235 to provide vocational rehabilitation services to residents of San Francisco who are currently receiving or require substance abuse treatment services, and authorizing and directing the Board of Supervisors to certify said agreement which includes an indemnification of the State of California.

**Contract Amount:** \$44,235

**Source of Funds;** State Department of Vocational Rehabilitation

**Contract Period:** July 1, 1992 to June 30, 1993

**Description:** Under the proposed agreement between the City and the State Department of Vocational Rehabilitation, the State provides vocational rehabilitation services including referral and counseling services to residents of San Francisco who are alcohol abusers involved in alcohol treatment programs funded by DMSF. The State Department of Alcohol and Drug Programs (ADP) mandates that these services be provided to San Francisco residents that are identified by DMSF as recovering alcoholics.

The total cost of the vocational rehabilitation services for FY 1992-93 was \$176,940. Of the \$176,940, the State Department of Vocational Rehabilitation funded \$132,705 or 75 percent. The balance of \$44,235, included a \$39,124 grant from the State ADP and \$5,111 required as a City match to the State ADP grant. The \$176,940 total program budget is detailed below:

Personnel (State Department of Vocational Rehabilitation)

Counselor/Support Staff (2.94 FTE)	\$94,448	
Fringe Benefits (32%)	<u>29,912</u>	
Subtotal		\$124,360

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Operating Expenses

General Expense	\$2,912	
Printing	502	
Communications	3,100	
Postage	1,402	
Travel	5,120	
Training	226	
Facility Operations	15,912	
Utilities	272	
Medical Consultant Services (as needed physician services)	2,524	
Case Services	6,000	
Administrative Overhead	<u>14,610</u>	
Subtotal		<u>52,580</u>
Total		\$176,940

The entire \$176,940 was administered and expended by the State Department of Vocational Rehabilitation for the provision of vocational rehabilitation services provided to San Francisco residents. The \$39,124 grant from the State ADP represents a passthrough to the City's DPH, DMSF as required by Federal law to confirm that funds are expended for persons in substance abuse recovery. Services provided by the State include intake, assessment, counseling and referral.

The proposed agreement includes an indemnification (hold harmless) clause, drafted by the State, which provides that the City agrees to indemnify the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, persons, firms or corporations furnishing or supplying services, materials or supplies in connection with the performance of this agreement, and from any and all losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the City in the performance of this agreement.

**Comments:**

1. Ms. Paula Jesson of the City Attorney's Office reports that the proposed resolution contains a standard State indemnification clause. The City Attorney advises that the Department intends in future negotiations with this agreement to seek to have the indemnification provision deleted or limited since the State is the direct provider of services. However, Ms. Jesson further advises that the risk of liability appears small. The agreement in question, as noted

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Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

above, is for services already provided. Ms. Jesson notes that, according to the DPH, the City has a 15-year history of contracting with the State for these services and there have been no problems with respect to the services provided. Moreover, there have been no problems in the period of time covered by the proposed indemnification which would be likely to entail liability.

2. As noted above, the proposed agreement has an effective date of July 1, 1992. As such, the proposed resolution provides for entering into the proposed agreement retroactively. Mr. Wayne Clark of the DPH advises that this request is being submitted at this time due to (1) the time needed by DPH to address a request from the City Attorney regarding the City's function versus the State's function under the agreement and (2) an unintentional administrative delay on the part of DPH.

3. The DPH advises that the ADP grant represents a portion of a State allocation which totaled approximately \$18.9 million for 1992-93 for alcohol and drug abuse programs and was budgeted as revenues in the DPH's 1992-93 budget. Therefore, the Department did not request the Board of Supervisor's authorization to apply for, accept and expend the ADP grant. The DPH notes that while the State does not permit indirect costs to be included in the State allocation, the State does allow 10 percent of the allocation to be used for DPH administrative overhead costs.

**Recommendations:** Approval of the proposed indemnification clause is a policy matter for the Board of Supervisors.

Approve the proposed resolution.





Item 9 - File 47-93-5

**Department:** Department of Parking and Traffic (DPT)

**Item:** Resolution establishing a special validation rate for American Multi-Cinema, Inc. (AMC) at the Japan Center and Fillmore Annex Garages.

**Description:** The Japan Center and Fillmore Annex Garages are City-owned parking facilities. These parking garages are managed by the City of San Francisco Western Addition Parking Corporation, a non-profit agency, under a lease agreement with the City. American Multi-Cinema, Inc. which operates the Kabuki 8 Theater in the Japan Center Complex, has recently negotiated a new validation agreement, for the period January 1, 1993 to December 31, 1995 (three years), with Western Addition Parking Corporation to provide free parking for theater patrons. The previous three-year validation agreement between American Multi-Cinema and Western Addition Parking expired on December 31, 1992 and has been continued on a month to month basis.

Under the proposed validation agreement, American Multi-Cinema would pay Western Addition Parking \$1.55 for each three-hour parking validation up to a maximum of \$250,000 a year. Of the total amount of revenues generated, 80 percent would accrue to Western Addition Parking and 20 percent would be paid to the City for Parking Taxes. The 20 percent in revenues paid to the City represents the 25 percent in Parking Taxes owed to the City based on the total parking validation revenues which accrue to Western Addition Parking. The proposed validation rate would be in effect after 5:00 p.m. Monday through Friday and all day Saturdays, Sundays and holidays. The San Francisco Parking and Traffic Commission approved the proposed validation agreement at its meeting on July 6, 1993.

**Comments:** 1. The proposed validation rate of \$1.55 is \$0.03 more than the \$1.52 validation rate charged under the previous validation agreement which expired on December 31, 1992. Mr. Kevin Hagerty, Director of Off-Street Parking advises that a total of \$245,746 in parking validation revenues were generated in calendar year 1992. Of the \$245,746, \$196,597 (80 percent) accrued to Western Addition Parking and \$49,149 (20 percent) was paid to the City for Parking Taxes.

2. According to Mr. Hagerty, based on the proposed \$1.55 validation rate, it is estimated that the annual revenues under this validation agreement would be \$250,000, the maximum

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

amount provided under the proposed agreement, or \$4,254 more than the original agreement amount of \$245,746 resulting in an estimated \$50,000 (20 percent) in Parking Taxes payable to the City or \$851 more than the prior agreement.

3. The prior validation agreement did not include a maximum amount to be paid to the City. According to Mr. Richard Dole, the attorney for Western Addition Parking, American Multi-Cinema strongly believed that the current validation rate of \$1.52 was too high and attempted to negotiate a substantially lower rate. However, Western Addition Parking argued that since their operating costs were increasing, a rate increase was necessary. According to Mr. Dole, the increase of the rate to \$1.55 and the inclusion of the \$250,000 maximum amount to be paid to the City represented a compromise which allowed the two parties to arrive at an agreement that was considered to be mutually fair to both parties.

4. Western Addition Parking and American Multi-Cinema have agreed that the proposed rate of \$1.55 would be retroactive to January 1, 1993. As noted above, the agreement, which expired on December 31, 1992, has been continued on a month to month basis, during which time the American Multi-Cinema paid Western Addition Parking at a rate of \$1.52 per parking validation. Therefore, American Multi-Cinema would be required to reimburse Western Addition Parking an additional \$0.03 (\$1.55 less \$1.52) for each parking validation provided since January 1, 1993. A total of 88,932 parking validations were provided to theater patrons for the period January 1, 1993 to June 30, 1993, for a total reimbursement paid to Western Addition Parking of \$135,177 ( $1.52 \times 88,932$ ). Based on these 88,932 parking validations, the American Multi-Cinema would reimburse Western Addition Parking an additional \$2,668 ( $0.03 \times 88,932$ ) for this six month period, bringing the total reimbursement for this time period to \$137,845. Based on the first six months reimbursement of \$137,845, the Budget Analyst calculates an annualized total revenue of \$275,690, or \$25,690 more than the maximum amount of \$250,000, to be included in the proposed agreement. However, according to Mr. Howard Wexler, attorney for the American Multi-Cinema, the 88,932 parking validations reflects increased theater patronage due to several major summer movie hits most particularly Jurrassic Park. The number of parking validations for the last two out of three calenders years have decreased during the last six months of the year.

5. The Department of Parking and Traffic advises that the validation agreement benefits the neighborhood surrounding the Japan Center Complex by encouraging the theater patrons to use the parking garages, thereby making more on-street parking available for neighborhood residents.

6. On August 2, 1993, the Board of Supervisors approved an increase in the parking rates for the general public at the Japan Center Garage. The increase in the validation rate at the Japan Center Garage and the Fillmore Annex Garage, would not impact on the revenues to be generated from the proposed increase in parking rates for the general public at the Japan Center Garage.

**Recommendation:** Given that the proposed validation agreement includes a new clause which provides that Western Addition Parking would receive up to a maximum of \$250,0000 annually in revenues, approval of the proposed resolution is a policy matter for the Board of Supervisors.



Item 11 - File 125-93-1

**Note:** This item was continued at the April 21, 1993, Government Efficiency and Labor Committee Meeting. This report is based on an amendment to the originally proposed legislation, dated July 30, 1993.

**Item:** Ordinance amending the San Francisco Housing Code by amending Section 204 to establish citation authority for enforcement of the Housing Code.

**Description:** In April of 1993, the Board of Supervisors approved a number of resolutions and ordinances concerning the enforcement of the City's Housing Code, particularly as it pertains to substandard housing and hotels where General Assistance (GA) recipients and homeless persons are placed by the Department of Social Services. The proposed ordinance was heard with those previously approved ordinances and resolutions, but was continued pending the incorporation of certain amendments.

The proposed ordinance would amend the Housing Code to establish citation authority for enforcement of the Housing Code. The following significant changes would be established:

1. Extends "public officer" status to all employees of the Department of Public Works who are authorized by the Housing Inspection Division of BBI to conduct on-site inspections. Such public officers would have the authority to make arrests without warrants whenever reasonable cause exists that a violation of the Housing Code has taken place in their presence, provided that no such arrest would be made until the time period for compliance stated in the initial notice of the violation has expired;
2. Provides that any person violating any provision of the Housing Code other than Sections 701 (a), (b), or (c), which cover minimum heating requirements, shall be guilty of an infraction and that a citation may be issued based upon the discretion of the inspector who observed the violation. The penalty for infraction convictions, prosecuted by the District Attorney, shall be not less than \$250 or more than \$500, no part of which may be suspended;
3. Provides that only violations of Sections 701 (a), (b), or (c), which as previously stated cover minimum heating requirements, may be charged as a misdemeanor. The



penalty upon conviction thereof would be a fine of not less than \$500 or more than \$1,000 or imprisonment in the county jail not to exceed six months, or both such fine and imprisonment, no part of which may be suspended;

4. Provides that public officers may issue an infraction citation without prosecution by the District Attorney. These infraction citations would be issued upon failure of an owner or operator to comply with a notice of violation and that the penalty by fine for such infraction shall not exceed \$100 for the initial non-compliance, \$200 for the second non-compliance of the same section of the Housing Code within one year of the issuance of the first notice of violation, and \$500 for each additional occurrence of non-compliance with the same section of the Housing Code within one year of the issuance of the first notice of violation. Also, provides that the maximum fine per building under the foregoing shall not exceed \$5,000;
5. Provides for civil penalty for violations of the Housing Code of \$500 for each day such violation is committed or permitted to continue. Previously, such civil penalty provisions were applicable only to minimum heating requirements;
6. Provides that the Superintendent of the Bureau of Building Inspection annually transmit to the Board of Supervisors a statistical report detailing the number and type of citations issued during the previous year.
7. Provides that 25 percent of the monies collected pursuant to proposed penalties, other than monies mandated by State law to be appropriated for specific uses, be deposited directly into the Repair and Demolition Fund, administered by BBI.

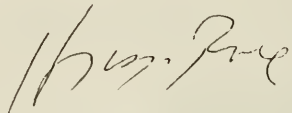
**Comments:**

1. Ms. Ilene Dick of the City Attorney's Office reports that the provisions of paragraph two above, which concern prosecution by the District Attorney for infractions of the Housing Code, are intended to be used for aggravated violation cases. Ms. Dick reports that the intent is that in most instances of Housing Code violations, the provisions cited in paragraph four above, which involve the issuance of a citation and paying a fine without prosecution by the District Attorney, would be used, subject to the discretionary authority of the public officer observing the violation.

Memo to Government Efficiency and Labor Committee  
August 4, 1993 Government Efficiency and Labor Committee Meeting

2. The comments of the Director of Public Works on the proposed amended legislation are attached to this report (Attachment). The Director has stated that the proposed ordinance would "add a three-tier reinspection procedure to the extensive pre-existing code enforcement process and generate revenues which will go to the courts, and not be available to fund the additional resources necessary to implement this program."

**Recommendation:** Approval of the proposed ordinance is a policy decision for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Leal  
President Alioto  
Supervisor Bierman  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Jean Harris  
Ted Lakey



## CITY AND COUNTY OF SAN FRANCISCO

## DEPARTMENT OF PUBLIC WORKS

Office of the Director



July 30, 1993

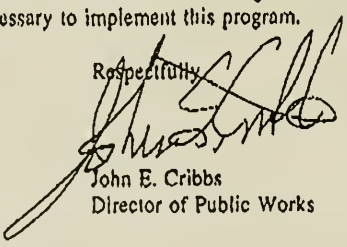
Proposed Amendment to Section 204  
of the San Francisco Housing CodeTHROUGH: Rudolf Nothenberg  
Chief Administrative OfficerBoard of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102ATTENTION: John L. Taylor  
Clerk of the Board

Ladies and Gentlemen:

The legislation pending before the Board proposes to amend Section 204 of the San Francisco Housing Code to extend citation authority, on a discretionary basis, to violations of the entire Housing Code. Previously, citations could only be issued for violations of Section 701(a)(b) and (c) of said code.

The ordinance before you, if approved, will add a three-tier reinspection procedure to the extensive pre-existing code enforcement process and generate revenues which will go to the courts, and not be available to fund the additional resources necessary to implement this program.

Respectfully

  
John E. Cribbs  
Director of Public Works

Attachments

JEC:LLL:JBB:LK:RB:hd

# CALENDAR

## GOVERNMENT EFFICIENCY & LABOR COMMITTEE

### BOARD OF SUPERVISORS

#### CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT

AUG 13 1993

REGULAR MEETING

SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, AUGUST 18, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

\* \* \* \* \*

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CALENDAR  
REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 18, 1993 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary L. Red

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 94-91-7.2. [Release of Funds] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$329,000 for the F-Market-Embarcadero PCC Streetcars Project. (Public Utilities Commission)  
(Continued from 8/4/93)
  - (b) File 94-93-3. [Grant - Federal Section 9 Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$7,065,199 in Federal Section 9 Operating Assistance, \$22,949,793 of Federal Section 9 Capital Assistance, and \$5,736,977 from various local match sources such as from State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco Funds, and/or Catellus Corporation funds for seven Municipal Railway Projects. (Public Utilities Commission)
  - (c) File 94-93-4. [Grant - Federal Section 3 Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$48,733,803 in Federal Section 3 Fixed Guideway Capital Assistance and \$12,041,564 from various local match sources such as from State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds for three Municipal Railway Projects. (Public Utilities Commission)

- (d) File 94-93-5. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$12,294,088 of Federal Surface Transportation Program/Congestion Management Air Quality Capital Assistance, \$1,316,340 of Federal Aid Urban Systems Capital Assistance, \$1,000,000 of Federal Enhancement Program Assistance and \$3,607,203, from various local match sources such as from State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds for nine Municipal Railway Projects. (Public Utilities Commission)
- (e) File 130-93-3. [Grant – Federal Funds] Resolution authorizing the Chief Adult Probation Officer of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$1,323,111 not including estimated indirect costs of \$66,155 which will be added to the grant budget upon award of grant by the federal agency, made available through the Center for Substance Abuse Treatment for a project entitled "P.O.W.E.R. – Probation Officers Working to End Recidivism". (Adult Probation Department)
- (f) File 146-93-36. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for, accept and expend retroactively a grant of \$706,188, which includes indirect costs in the amount of \$8,674 based on twenty percent of personnel costs, from the Centers for Disease Control for family planning and HIV research and development services for women; providing for ratification of action already taken. (Department of Public Health)
- (g) File 146-93-37. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Special Programs for Youth, as a sub-grantee, in collaboration with the Northern California Pediatric AIDS Treatment Center as prime grantee, to accept and expend an allocation of \$148,143, which includes indirect costs in the amount of \$19,060 based on thirteen percent of the total award, from the National Institute of Health, National Institute of Allergy and Infectious Disease, for establishing clinical trial subunits and health services for youth. (Department of Public Health)
- (h) File 146-93-38. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing allocation of \$747,699, from the California Department of Health Services, Office of AIDS, to continue funding the Ryan White Comprehensive Aids Resources Emergency (CARE Title II) Disaster Relief Project; waiving indirect costs and providing ratification of action previously taken. (Department of Public Health)

- (i) File 146-93-39. [Allocation – State Funds] Resolution authorizing the Department of Public Health, Bureau of Toxics, Health and Safety Services, to accept and expend an allocation of up to \$450,000, which includes indirect costs in the amount of \$55,608 based on twenty percent of salaries, from the State Water Resource Control Board, Division of Clean Water Programs, for local oversight of cleanup activities at leaking underground storage tank sites funded by grant funds to establish and finance civil service positions for the provision of these services, and to authorize the Director of Health to execute State Water Resources Control Board contract on behalf of the City and County, which contract provides that the City shall indemnify, defend and hold the State harmless from any and all claims, losses and damages accruing or resulting in connection with the City's performance of the contract, providing for ratification of action previously taken. (Department of Public Health)
- (j) File 146-93-40. [Grant – State Funds] Resolution authorizing the Department of Public Health, Community Health Services, Family Health Bureau, to apply for retroactively, accept and expend a grant of \$1,384,872, which includes indirect costs in the amount of \$97,766 based on ten percent of personnel costs, from the State Department of Health Services for WIC services and granting the Director of Health the authority to sign any subsequent amendments up to \$1,500,000 during the contract period; providing for ratification of action previously taken. (Department of Public Health)
- (k) File 150-93-3. [Grant – Federal Funds] Resolution authorizing the Recreation and Park Department to apply for grant funds in an amount not to exceed \$1,000,000, from the Intermodal Surface Transportation Efficiency Act, for the renovation of irrigation and landscaping systems along Crossover Drive and Park Presidio by-pass in Golden Gate Park; waiving indirect costs. (Recreation and Park Department)
- (l) File 152-93-4. [Grant Funds] Resolution authorizing the San Francisco Sheriff's Department apply for a grant up to the amount of \$667,379 which includes indirect costs, to fund the Sister Project, a comprehensive treatment program for female inmates with serious substance abuse problems. (Sheriff)

ACTION:

#### REGULAR CALENDAR

- 2. File 27-93-14. [Airport – Concession Agreement] Ordinance approving the "Concession Agreement for Operation of Automobile Rental Services" between Alamo Rent-A-Car, Inc., and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)
- ACTION:
- 3. File 47-93-6. [Civic Center Plaza Garage] Ordinance terminating the lease between the City and County of San Francisco and the City of San Francisco Civic Plaza Parking Corporation after 10 days notice, and authorizing the Executive Director of the Department of Parking and Traffic to enter into an interim, month-to-month agreement with System Parking Co., for operation of the Civic Center Garage pending completion of competitive bidding procedure. (Department of Parking and Traffic)

ACTION:



4. File 97-93-41. [Memberships - Library] Ordinance amending Administrative Code by adding Section 16.6-17.2 thereto, to authorize the San Francisco Public Library to join the Bay Area Library and Information Network ("Baynet"). (Public Library)

ACTION:

5. File 97-93-43. [Equipment Inventories and Gifts of Equipment] Ordinance amending Administrative Code by amending Sections 21.29 through 21.33, and 10.116-2 thereof, relating to maintenance of equipment inventories and acceptance of gifts of equipment. (Purchasing Department)

ACTION:

6. File 172-93-30. [San Francisco Zoo Lease and Management Agreement] Ordinance approving the form of a San Francisco Zoo Lease and Management Agreement and authorizing the General Manager of the Recreation and Park Department to execute such zoo lease and management agreement on behalf of the City and County of San Francisco; approving an indemnification by the City and County of San Francisco of the San Francisco Zoological Society contained in such zoo lease and management agreement; and declaring intention of the Board of Supervisors to fund such zoo lease and management agreement separately from the Recreation and Park Department budget. (Recreation and Park Department)

ACTION:

7. File 190-93-8. [Union Square Tour Bus Permit] Ordinance approving Union Square Tour Bus permit bidding documents and authorizing Director of Property to request bids for permit using those documents. (Real Estate Department)

ACTION:

8. File 30-93-6.1. [Demonstration County Alcohol and Drug Program Plan] Resolution approving retroactively an addendum to the San Francisco Demonstration County Alcohol and Drug Program Plan which adds the HIV/AIDS Outreach Grant Program as administered by the Department of Public Health, Division of Mental Health and Substance Abuse Services, for submission to the State of California, Department of Alcohol and Drug Programs; authorizing and directing the President of the Board to sign said addendum. (Department of Public Health)

ACTION:

9. File 39-93-1. [Grand Jury Reports] Transmitting the 1992-93 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

Financial Disclosure Statement Form 730 Statement of Economic Interest, released 6/3/93.

Consolidation of the Redevelopment Agency, Housing Authority, Community Development and Economic Planning & Development, released 6/10/93.

ACTION:

10. File 51-93-2. Claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (Various)  
(APRIL, MAY, JUNE)

ACTION:

11. File 64-93-16. [Extension of Existing Real Property Lease] Resolution authorizing a new lease of real property at 680 Eighth Street, Suite 228, for the offices of the Child Health Initiative for Immigrant/Refugee Newcomers Project for the Department of Public Health. (Real Estate Department)

ACTION:

12. File 64-93-17. [Lease and Joint Use Agreement] Resolution authorizing a lease and joint agreement of real property at 1380 Howard Street, portion of ground floor, warehouse and loading dock, for the Department of Public Health. (Real Estate Department)

ACTION:

13. File 64-93-19. [Extension and Renewal of Existing Real Property Lease] Resolution authorizing renewals and extensions of certain existing leases of real property required by the Department of Public Health. (Real Estate Department)

ACTION:

14. File 64-93-21. [Extension of Existing Real Property Leases] Resolution substitute resolution authorizing extension of three certain existing leases of real property for the San Francisco Public Library. (Real Estate Department)

ACTION:

15. File 64-93-22. [Extension and Renewal of Existing Real Property Lease] Resolution authorizing renewals and extensions of six certain existing leases of real property required by the Department of Public Health, Sheriff, Public Utilities Commission, Department of Public Works and District Attorney. (Real Estate Department)

ACTION:

16. File 89-93-7. [State Disability Insurance] Resolution authorizing enrollment of Classification 6141 Manager, Health and Safety in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

17. File 93-93-9. [MOU - Agreement to Extend] Resolution ratifying agreement to extend Memorandum of Understanding with the San Francisco Interns and Residents Association. (Office of Mayor Employee Relations Division)

ACTION:



18. File 172-93-29. [Contract] Resolution authorizing the Department of Social Services to execute a hold harmless agreement with the State Department of Social Services for the State pass-through of a wage supplement to selected individual providers of In-Home Supportive Services for the period of August 1, 1993 through September 30, 1993, for the purposes of assuring cultural, ethnic and language oriented services through community based organizations. (Department of Social Services)

ACTION:

19. File 125-93-1. [Housing Code] Ordinance amending Housing Code by amending Section 204 to establish citation authority for enforcement of the Housing Code. (Supervisor Kaufman) (Continued from 8/4/93)

ACTION:

20. File 176-93-5. Hearing to consider the current dispute between the Emporium and its employees represented by United Food Commercial Workers Union Local 101 and its potential impact on San Francisco and its economy. (Supervisor Hallinan)

ACTION:

#### CLOSED SESSION

21. File 45-93-51. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Michael and Ronayne Shaw v. City and County of San Francisco, a Municipal Corporation; Fred Jordan, Chief Juvenile Probation Officer; Nehemiah Mead, Director of the Juvenile Hall; San Francisco Juvenile Probation Commission; San Francisco Unified School District, a Local Public School District, and does 1 through 20 inclusive, including payment of attorney's fee and costs in the amount of \$344,930. (City Attorney)

ACTION:

22. File 45-93-52. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Lena Flatley against the City and County of San Francisco by payment of \$87,500. (City Attorney)

ACTION:

23. File 45-93-53. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Billie Zinser against the City and County of San Francisco by payment of \$87,500. (City Attorney)

ACTION:

24. File 45-93-56. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Kai Ali and Kevin Smith against the City and County of San Francisco, et al. (City Attorney)

ACTION:

25. File 45-93-57. [Settlement of Lawsuit] Authorizing settlement of litigation of Claire Magaera against the City and County of San Francisco by payment of \$11,342. (City Attorney)

ACTION:

26. File 46-93-12. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Richard Alan Cazen, Patrick Yu, et al., upon receipt of the sum of \$14,319 with a compromise and release and dismissal of complaint. (City Attorney)

ACTION:

27. File 46-93-13. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Southern Pacific Transportation Company in the sum \$434,011 to be paid in four equal installments over two years. (City Attorney)

ACTION:

28. File 48-93-19. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Frank Schlessinger by payment of \$7,500. (City Attorney)

ACTION:

29. File 48-93-21. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Robert Bierwith by payment of \$20,000. (City Attorney)

ACTION:

GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
ROOM 235, CITY HALL  
SAN FRANCISCO, CA. 94102

Public Hearing Notice

# CALENDAR

DOCUMENTS DEPT

AUG 18 1993

GOVERNMENT EFFICIENCY & LABOR COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO  
PUBLIC LIBRARY

ADDENDUM CALENDAR  
REGULAR MEETING

WEDNESDAY, AUGUST 18, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

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ADDENDUM  
C A L E N D A R

REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 18, 1993 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary L. Red

1. File 25-93-19. [Contracting Out City Services] Resolution concurring with the Controller's certification that Information and Assistance Services (formerly called Information and Referral Services) can be practically performed for the Commission on the Aging by a private contractor for a lower cost than similar services performed by City and County employees. (Commission on the Aging)

ACTION:

2. File 25-93-20. [Contracting Out City Services] Resolution concurring with the Controller's certification that Senior Transportation/Escort Services can be practically performed for the Commission on the Aging by a private contractor for a lower cost than similar services performed by City and County employees. (Commission on the Aging)

ACTION:

BOARD OF SUPERVISORS  
ROOM 235, CITY HALL  
SAN FRANCISCO, CA. 94102

Public Hearing Notice

*BOS*  
City Librarian  
Public Library  
Civic Center

D 0132

**BOARD OF SUPERVISORS**

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 16, 1993 DOCUMENTS DEPT.

SEP 26 2000

**TO:** Government Efficiency and Labor CommitteeSAN FRANCISCO  
PUBLIC LIBRARY**FROM:** Budget Analyst**SUBJECT:** August 18, 1993 Government Efficiency and Labor Committee MeetingItem 1a - File 94-91-7.2**Note:** This item was continued by the Government Efficiency and Labor Committee at its meeting of August 4, 1993.**Department:** Public Utilities Commission (PUC)**Item:** Release of reserved funds in the amount of \$329,000, for the F-Market-Embarcadero PCC Streetcars Project.**Amount:** \$329,000

<b>Source of Funds:</b>	State Transit Capital Improvement funds	\$14,680,946
	Local Match	<u>14,680,946*</u>
	Total	\$29,361,892

\* Local match resources include Bridge Toll Net Revenues, State Transit Assistance Funds, Transit Impact Development Fees, Hetch Hetchy Funds, San Francisco Municipal Railway Improvement Corporation Funds, and Transportation Sales Tax Revenues.

**Description:** The Board of Supervisors previously authorized the PUC to apply for, accept and expend State Transit Capital Improvement funds in the amount of \$14,680,946 with a local match of \$14,680,946 for a total of \$29,361,892 for five Municipal Railway projects. Of the \$29,361,892, \$6,510,466 was placed on reserve pending the PUC's selection of

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contractors, the MBE/WBE status of the contractors and contract cost details.

To date, \$5,796,603 of the \$6,510,466 has been released per one previous request for release of reserved funds (File 94-91-7.1), leaving a remaining balance of \$713,863 on reserve.

The PUC is requesting that the subject \$329,000 be released from reserve for the F-Market-Embarcadero PCC (President's Conference Committee) Streetcars Project. These reserved funds and the required local match of \$329,439 total \$658,439, for the renovation of the F-Market-Embarcadero PCC Streetcars.

The Purchasing Department, through its Request for Proposals (RFP) process, selected Morrison, Knudsen Inc. to provide the necessary renovation of the proposed Streetcars, for the PUC. According to the Purchasing Department, Morrison, Knudsen Inc. was the only firm to respond to the RFP. Morrison, Knudsen Inc. is neither an MBE nor a WBE firm.

**Comment:** The PUC has requested that this item be continued to the Government Efficiency and Labor Committee meeting on September 1, 1993, in order to allow the Department additional time to provide the contract cost details.

**Recommendation:** Continue this item to September 1, 1993 as requested by the PUC.



Item 1b - File 94-93-3

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$7,065,199 in Federal Section 9 Operating Assistance, \$22,949,793 of Federal Section 9 Capital Assistance, and \$5,736,977 from various local match sources such as from the State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds, such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco Funds, and/or Catellus Corporation funds for seven Municipal Railway Projects.

<b>Grant Amount:</b>	Federal Section 9 Operating Assistance	\$7,065,199
	Federal Section 9 Capital Assistance	<u>22,949,793</u>
	Total	\$30,014,992
	Local Match Program Funds	<u>5,736,977</u>
	Total	\$35,751,969

**Grant Period:** October 1, 1993 through September 30, 1994

**Description:** Operating Assistance - FY 1993-94 Operating Assistance for the period from July 1, 1993 to June 30, 1994 (\$7,065,199)

Trolley Bus Replacement - This project provides for the rehabilitation of those articulated diesel coaches and standard diesel coaches which were placed into service in 1984, and which will have to operate beyond their useful life of 12 years (\$61,770)

Muni Metro Accessibility - This project provides for conceptual engineering, final design, and construction/installation of accessibility, safety, and security improvements to aid physically challenged MUNI Metro riders and comply with the Light Rail Key Station regulations implementing the Americans with Disabilities Act (ADA)--(\$2,216,000)

Cable Car Vehicle Renovation - This project provides for the phased reconstruction of the cable car fleet. Two to three cars

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will be reconstructed each year. The project will enhance cable car system reliability and productivity (\$224,250).

Light Rail Vehicle Modification - This project provides for a multi-phase modification program for the 128 Boeing-Vertol light rail vehicles to improve their performance and increase reliability and availability (\$2,809,750).

Diesel Bus Rehabilitation - This project provides for the rehabilitation of those articulated diesel coaches and standard diesel coaches which were placed into service in 1984, and which will have to operate beyond their useful life of 12 years (\$1,875,000).

Subway Signal System Replacement - This project will modernize the signal system in the MUNI Metro subway with a system that provides greater safety and allows for closer headways. It will involve the installation of wayside and on-board computers and upgraded Central Control computer equipment (\$21,500,000).

**Comment:** At the time of this writing, the PUC has not provided sufficient information on the cost details for this project. Therefore, the proposed resolution should be continued pending the submission of the project and contractor cost details.

**Recommendation:** Continue the proposed resolution to the call of the Chair pending the submission of the project and contractor cost details.

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Item 1c - File 94-93-4

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$48,733,803 in Federal Section 3 Fixed Guideway Capital Assistance and \$12,041,564 from various local match sources such as from the State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds, such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco Funds, and/or Catellus Corporation funds for three Municipal Railway Projects.

<b>Grant Amount:</b>	Federal Section 3 Fixed Guideway Capital Assistance	\$48,733,803
	Local Match Program Funds	<u>12,041,564</u>
	Total	\$60,775,367

**Grant Period:** October 1, 1993 through September 30, 1994

**Description:** The proposed grant funds would be used to fund three Municipal Railway Projects: Muni Metro Turnback, Trolley Purchase, and Light Rail Vehicle Replacement.

**Comment:** At the time of this writing, the PUC has not provided sufficient information on the cost details for this project. Therefore, the proposed resolution should be continued pending submission of the project and contractor cost details.

**Recommendation:** Continue the proposed resolution to the call of the Chair pending submission of the project and contractor cost details.



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Item 1d - File 94-93-5

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$12,294,088 of Federal Surface Transportation Program/Congestion Management Air Quality Capital Assistance, \$1,316,340 of Federal Aid Urban Systems Capital Assistance, \$1,000,000 of Federal Enhancement Program Assistance and \$3,607,203 from various local match sources such as from the State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds, such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco Funds, and/or Catellus Corporation funds for three Municipal Railway Projects.

**Grant Amount:**

Federal Surface Transportation Program/Congestion Management Air Quality Capital Assistance	\$12,294,088
Federal Aid Urban Systems Capital Assistance	1,316,340
Federal Enhancement Program Assistance	<u>1,000,000</u>
Total	\$14,610,428
Local Match Program Funds	<u>3,607,203</u>
Total	\$18,217,631

**Grant Period:** October 1, 1993 through September 30, 1994

**Description:** The proposed grant funds would be used to fund nine Municipal Railway Projects: Trolley Bus Purchase, Trolley Overhead Reconstruction, Muni Metro Accessibility Improvements, Fixed Facilities Maintenance, Miscellaneous Equipment Purchase, Signal Pre-emption, Muni Rail Replacement, Passenger Platforms, and the Cable Car Museum.

**Comment:** At the time of this writing, the PUC has not provided sufficient information on the cost details for this project. Therefore, the proposed resolution should be continued pending submission of the cost details.

**Recommendation:** Continue the proposed resolution to the call of the Chair pending the submission of the necessary cost details.

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Item 1e - File 130-93-3

**Department:** Adult Probation Department

**Item:** Resolution authorizing the Chief Adult Probation Officer of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$1,323,111, not including estimated indirect costs of \$66,155 which will be added to the grant budget upon award of grant by the Federal agency, made available through the Federal Center for Substance Abuse Treatment.

**Grant Amount:** \$1,323,111

**Grant Period:** September 30, 1993 to September 29, 1996 (three years)

**Source of Funds:** Federal Center for Substance Abuse Treatment

**Project:** Probation Officers Working to End Recidivism (P.O.W.E.R.)

**Description:** The proposed new grant would be used by the Adult Probation Department to fund the P.O.W.E.R program, which is currently operated through a coordinated volunteer effort by the Adult Probation Department, the Department of Public Health (DPH), State Parole Agency, San Francisco Unified School District, State Vocational Rehabilitation, and community-based substance abuse treatment agencies. This program is aimed at eliminating drug addiction and recidivism for pregnant offenders and female offenders with children, who are on probation. Specific services currently provided by the program include case management, counseling, vocational services and other general support services. The Adult Probation Department advises that if the proposed grant funds are awarded to the City by the Federal grantor, the program would be able to expand the current service base and provide more intensive supervision and individual support to the program clients.

Mr. Mark James of the Adult Probation Department reports that the \$1,323,111 grant amount and the \$66,155 indirect cost amount included in the proposed resolution is incorrect. The actual grant amount is \$1,048,314. The indirect cost amount to be added would be \$52,416 or 5 percent. The grant budget based on the \$1,048,314 is detailed below:

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Budget:	First Year	Second Year	Third Year	Total
<u>Personnel</u>				
Supervising				
Probation Officer (1)	\$56,487	\$58,182	\$59,927	\$174,596
Senior Probation				
Officer (1)	51,026	52,557	54,134	157,717
Probation Officer (2)	92,551	95,328	98,188	286,067
Clerk Typist (1)	33,010	34,000	35,020	102,030
Fringe Benefits	59,852	61,648	63,497	184,997
Subtotal	\$292,926	\$301,715	\$310,766	\$905,407
<u>Operating Expenses</u>				
Travel	\$2,364	\$2,364	\$2,364	\$7,092
Personnel Computer/				
Printer	3,965	0	0	3,965
Urinalysis Testing	39,000	39,000	39,000	117,000
Materials and				
Supplies	4,950	4,950	4,950	14,850
Subtotal	\$50,279	\$46,314	\$46,314	\$142,907
Total	\$343,205	\$348,029	\$357,080	\$1,048,314

**Required Match:** None

**No. of Persons Served:** Approximately 75 to 125 clients annually

**Indirect Costs:** \$52,416 (to be added to the grant budget upon award of the grant)

**Comments:** 1. The Adult Probation Department advises that the grant application for the proposed grant has already been submitted. Therefore, the proposed resolution should be amended to authorize the Department to apply for the proposed grant retroactively.

2. The Adult Probation Department reports that indirect costs were not included in the original program/budget application submitted to the Federal grantor for the proposed grant funds. However, the Department advises that the Federal grantor has agreed to allow indirect costs as a part of the program budget and, if the grant is awarded, will modify the amount of the grant award to add an additional amount of \$52,416 or 5 percent for indirect costs.

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3. As noted above, the actual amount of the proposed grant and the indirect costs is \$1,048,314 and \$52,416 respectively. Therefore, the legislation should be amended to delete the \$1,323,111 grant amount and add \$1,048,314 instead and to delete the \$66,155 indirect cost amount and add \$52,416 instead.

4. The Adult Probation Department has not received approval from the Electronic Processing Steering Committee (EIPSC) for the purchase of the personal computer and printer. Therefore the \$3,965 earmarked for the purchase of this equipment should be placed on reserve pending EIPSC approval. Additionally, the Department has not as yet selected a contractor to provide the urinalysis testing for the program. Therefore, the \$117,00 earmarked for this purpose for all three years of the program should be placed on reserve pending the selection of a contractor, the MBE/WBE status of the contractor and the contract costs details.

5. Attached is a Summary of Grant Request, as prepared by the Adult Probation Department, for the proposed grant.

6. The Adult Probation Department has prepared a Disability Access Checklist which is on file with the Clerk of the Board.

**Recommendations:** 1. Amend the proposed resolution to (1) authorize the Department to apply for the proposed grant retroactively and (2) to delete the \$1,323,111 grant amount and add \$1,048,314 instead and to delete the \$66,155 indirect cost amount and add \$52,416 instead.

2. Amend the proposed resolution to reserve (1) \$3,965 earmarked for the personal computer and printer pending EIPSC approval and (2) \$117,000 earmarked for urinalysis testing pending the Department's selection of a contractor, the MBE/WBE status of the contractor and the contract costs details.

3. Approve the resolution as amended.

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No. \_\_\_\_\_

## Summary of Grant Request

Rev. 4/10/90

Grantor Center for Substance Abuse Treatment Division Adult Probation  
 Contact Person Lisa W. Scheckel Section Community Services  
 Address Rockwall II, 10th Floor Contact Person Gennie Nunley-Thompson  
Rockwall, MD 20857 Telephone (415) 553-1774  
 Amount Requested \$ 1,323,111 Application Deadline June 23, 1993  
 Term: From 9/30/93 To 9/29/96 Notification Expected September 30, 1993  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee X  
 Full Board \_\_\_\_\_

I. Item Description: Request to (Apply for) (accept and expend) a (new) (continuation) (addition) (augmentation) (to be)  
 (Circle appropriate words) grant in the amount of \$1,048,314 from the period of 9/30/93 to 9/29/96  
 to provide intensive supervision services.

II. Summary: (Concise summary; need address; number + groups served; services and providers)

Adult Probation is seeking Federal funding for positions and equipment for its  
P.O.W.E.R. program. Currently, the program is run by volunteer effort by probation,  
health, and human service agencies. This program attempts to end addiction and  
recidivism for pregnant offenders and offenders with children.

III. Outcomes/Objectives:

The objective is to end recidivism for women on probation who are pregnant  
 and/or have children.

IV. Effects of Reduction or Termination of These Funds:

Currently, the program is not funded and runs by sheer volunteer services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	0	0	\$1,048,314	0		
Personnel	0	0	905,407	0		
Equipment	0	0	3,965	0		
*Contract Svc.	0	0	117,000	0		
Mat. & Supp.	0	0	14,850	0		
Facilities/Space	0	0	0	0		
Other	0	0	7,092	0		
Indirect Costs	0	0	TBD	0		

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	0	0	5		
P/T CSC	0	0			
Contractual	0	0			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, due to seniority. However, any additional staff hired "behind" the grant  
could be laid off when grant terminates.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Example Form)

Item 1f - File 146-93-36

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for, accept and expend a grant of \$706,188, which includes indirect costs in the amount of \$8,674 based on 20 percent of personnel costs excluding fringes, from the Centers for Disease Control for family planning and HIV research and development services for women; providing for ratification of action already taken.

**Grant Amount:** \$706,188

**Grant Period:** September 30, 1993 to September 29, 1994

**Source of Funds:** Centers for Disease Control (CDC)

**Project:** Family Planning and HIV Research and Development Services for Women

**Description:** The proposed resolution would authorize the Department of Public Health, Community Public Health Services, to accept and expend a third-year grant from the CDC for family planning and HIV research and development services for women. This grant would support a research demonstration and intervention project. Participants in the program would be enrolled from four housing projects in San Francisco. The project would research community-level behavior in an effort to identify and describe structural, environmental, sociological and psychological factors that promote risk reduction in women and infants. The project would also provide intervention to prevent HIV infection in women and infants. This intervention would consist of providing primary health care with an emphasis on reproductive health.

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<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Director	.50	\$26,182
	Deputy Administrator	.10	5,835
	Principal Investigator	.10	<u>10,820</u>
	Personnel Subtotal		\$42,837
	Fringe Benefits @ 27%	—	<u>11,565</u>
	Total Personnel	.70	\$54,402
	<u>Indirect Costs</u> (@ 20% Personnel Subtotal)		8,674
	<u>Operating Expenses</u>		
	Office Supplies		4,000
	Travel (see Comment 4)		<u>3,000</u>
	Total Operating Expenses		7,000
	<u>Contractual Services</u>		
	University California San Francisco		<u>636,112</u>
	Total Grant		\$706,188

**Required Match:** None

**No. of Persons Served:** 2,000

**Indirect Costs:** \$8,674, based on 20 percent of DPH personnel costs, not including fringe benefits.

**Comments:** 1. The proposed grant would represent the third year of a five-year grant. The grant amount of \$706,188 represents an increase of \$204,178, or 40.7 percent, over the preceding year's grant of \$502,010. According to Mr. Stephen Purser of the DPH, this would be the first year when large numbers of women and children would be enrolled. Mr. Purser advises that the first and second years consisted primarily of developing and reviewing research tools.

2. The University of California at San Francisco (UCSF) was selected as the contractor for the proposed grant on a sole source basis, Mr. Purser advises. According to Mr. Purser, the DPH and UCSF applied for the proposed grant together, because the funder required that the Department apply with a research institution as co-applicant. The DPH is the primary grantee, Mr. Purser reports.

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3. The proposed grant would include \$8,674 in indirect costs, based on 20 percent of DPH personnel costs excluding fringes. This percent of indirect costs is consistent with previous years.
4. Travel costs, at \$3,000, are mandated by the funder. These costs include two trips to a Principal Investigators' Meeting and one trip to a Project Planning or Training Meeting.
5. The DPH previously applied for the proposed grant, since the application deadline was June 15, 1993. Therefore, the proposed resolution provides for ratification of action previously taken.
6. A Disability Access Checklist, completed by the Department, is contained in the Board file.
7. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

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Item 1g - File 146-93-37

**Department:** Department of Public Health

**Item:** Resolution authorizing the Department of Public Health, Special Programs for Youth, as sub-grantee, in collaboration with the Northern California Pediatric AIDS Treatment Center as prime grantee, to accept and expend an allocation of \$148,143, which includes indirect costs in the amount of \$19,060 based on 13 percent of the total award, from the National Institute of Health, National Institute of Allergy and Infectious Disease, for establishing clinical trial subunits and health services for youth.

**Grant Amount:** \$148,143

**Grant Period:** September 1, 1993 to August 31, 1994

**Source of Funds:** National Institute of Health  
National Institute of Allergy and Infectious Disease

**Project:** Clinical Trials and Health Care Services for Youth

**Description:** The proposed grant would support a project to give HIV positive youth between the ages of 13 and 20 access to clinical drug treatment trials. (Clinical drug treatment trials are studies that look at whether or not a drug is safe and effective.) Youth benefit from clinical drug treatment trials because it gives them access to low-cost health care and treatment. To make these clinical drug treatment trials accessible to youth, the project would assist youth to locate a trial for which they are eligible and in which they are willing to participate. This would include identifying sites (such as community health sites, San Francisco General Hospital, or the University of California), providing transportation (such as taxi vouchers and bus tokens), and providing case management staff.

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<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Project Coordinator	1.00	\$68,542
	Co-Principal Investigator	.10	11,527
	Client Advocate	.50	<u>15,235</u>
	Personnel Subtotal		\$95,304
	Fringe Benefits @ 26 percent	_____	<u>24,779</u>
	Total Personnel	1.60	\$120,083
	<u>Indirect Costs</u> (@ 13 percent of total grant)		19,060
	<u>Operating Expenses</u>		
	Telephone		500
	Postage		300
	Travel (see Comment 4)		<u>4,200</u>
	Total Operating Expenses		5,000
	<u>Consultant Services</u>		<u>4,000</u>
	Total Grant		\$148,143

**Required Match:** None

**No. of Persons Served:** 60 Youth

**Indirect Costs:** \$19,060, or approximately 13 percent of total grant

**Comments:**

1. The proposed grant would represent the third year of a three year grant. The grant amount of \$148,143 represents a decrease of \$96,697, or 39.5 percent, from the preceding year's grant of \$244,840, due to decreased availability of funds. According to Ms. Becky Perelli of the DPH, these decreased funds will result in a 75 percent reduction in staff and a cessation of outreach activities.
2. The DPH is not the primary applicant for the proposed grant. The UCSF Northern California Pediatric AIDS Treatment Center is the primary applicant. UCSF would act as a pass-through for the proposed grant to the DPH.
3. The Consultant Services, included in the proposed grant budget at \$4,000, would support an adolescent psychiatrist to consult with staff regarding transitioning of vulnerable patients, disclosure issues, and any other specific concerns. The grant would support 40 hours of such services at \$100 per hour.

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4. Travel costs, included in the proposed grant at \$4,200, would support three trips to the funding agency. These trips are required by the funder.
5. The proposed grant includes \$19,060 for indirect costs, based on approximately 13 percent of the total grant amount.
6. A Disability Access Checklist, completed by the Department, is contained in the Board file.
7. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

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Treatment Center (via NIAID)

Project Person Diane Wara, M.D.  
 Address Dept. of Pediatrics, Moffitt Hospital  
University of California, San Francisco  
 Amount Requested \$ 148,143  
 Term: From 1 Sep 93 To 31 Aug 94  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Division CPHS  
 Section Special Programs for Youth  
 Contact Person Janet Shalwitz, M.D.  
 Telephone 753-7780  
 Application Deadline n/a  
 Notification Expected \_\_\_\_\_

I. Item Description: Request to ~~accept and expend~~ (accept and expend) a ~~grant~~ (continuation) ~~for~~ grant in the amount of \$ 148,143 from the period of 1 Sep 1993 to 31 Aug 1994  
 (Check appropriate words) to provide clinical trials and health care services for youth services.

II. Summary: (Concise summary; not a detailed summary; number groups served; services and providers)

In the past year, ACTG 220, a non-drug clinical trial, has been developed for HIV+ youth between the ages of 13-20. This will gather information regarding the participation of youth in clinical trials, as well as provide health care. There is a continuing effort to recruit and inform both youth and providers about the availability of trials. Testing, counseling, medical care, mental health, case management & education services continue to be available to youth.

III. Outcomes/Objectives:

To recruit a minimum of 16 youth into clinical trials; to provide quality clinical research and medical care for HIV-infected youth; to evaluate effectiveness of recruitment strategies and youth on ACTG.220.

IV. Effects of Reduction or Termination of These Funds:

Funding for the Nurse, the peer/client advocate and other part-time positions will be absorbed into existing sub-units and/or assumed by alternative funding sources.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	221,437	244,840	148,143	(96,697)		
Personnel	191,680	159,156	120,083	(39,073)		
Equipment	0	14,000	0	(14,000)		
*Contract Svc.	0	21,500	4,000	(17,500)		
Mat. & Supp.	3,778	6,711	0	( 6,711)		
Facilities/Space	0	0	0	0		
Other	15,434	31,814	5,000	(22,814)		
Indirect Costs	10,545	11,659	19,060	7,401		

VI. Data Processing

(none included above)

VII. Personnel

	3.00	3.00	1.00		
F/T CSC	3.00	3.00	1.00		
P/T CSC	0.50	0.50	0.60		
Contractual	0	0	0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None

Will grant funded employees be retained after this grant terminates? If so, How?

Project employees will be absorbed into the pediatric and adult subunits upon termination of funding.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)



Item 1h - File 146-93-38

**Department:** Department of Public Health

**Item:** Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing allocation of \$747,699, from the California Department of Health Services, Office of AIDS, to continue funding the Ryan White Comprehensive AIDS Resources Emergency (CARE Title II) Disaster Relief Project; waiving indirect costs and providing ratification of action previously taken.

**Grant Amount:** \$747,699

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** Ryan White Comprehensive AIDS Resources Emergency (CARE Title II) Disaster Relief Project

**Project:** Direct Health Care and Support Services to Individuals and Families Directly Affected by AIDS/HIV

**Description:** The proposed resolution would authorize the Department of Public Health, AIDS Office, to accept and expend a continuing allocation of CARE Title II funding. These funds would support direct health care and support services to individuals and families directly affected by AIDS and HIV, especially minorities, youth, women and children, and persons with disabilities. Services include AIDS case management, primary medical care, client advocacy, respite care, and youth housing subsidies. Services would be provided by private non-profit organizations on a contractual basis. The entire grant amount would support these contractual services.

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**Budget:** Contractual Services

<u>Contractor and Selection Method</u>	<u>Service Description</u>	<u>Amount of Contract</u>
San Francisco Food Bank	Bulk food purchases	\$12,150
Inst for Traditional Medicine	Complementary care	100,637
Gay Asian Pacific Alliance Community HIV Project	Client advocacy	66,662
AIDS Legal Referral Panel	Volunteer recruiter/coordinator	40,935
Nat Assn for Visually Handicapped	Services for the visually disabled	14,058
Golden Gate Community/ Bridge for Kids	Respite child care	37,000
Tenderloin AIDS Resource Ctr	Brokerage case management	64,779
Catholic Charities	Housing case management	34,226
Community Clinic Consortium	Clinical case management	92,522
To be Determined	Housing subsidies for HIV+ youth	80,000
To be Determined	Psychosocial support for youth	130,000
The Support Center	Technical assistance to Community Based Organizations for long range planning	74,730
Total		<hr/> \$747,699

**Required Match:** None

**No. of Persons Served:** Population of individuals and families in San Francisco directly affected by AIDS/HIV

**Indirect Costs:** Waived (see below)

**Comments:** 1. The proposed grant would represent the third year of an on-going grant. The grant amount of \$747,699 represents an increase of \$64,790, or 9.5 percent, over the preceding year's grant of \$682,909. According to Mr. Tim Piland of the DPH, the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

increase in funds would be used to supplement existing programs to enhance care for underserved populations.

2. Mr. Piland advises that the contractors listed above were selected based on Requests for Proposals. All of the contractors that have been selected are non-profit organizations.

3. As noted above, a contract for \$130,000 for psychosocial support for youth, and a contract for \$80,000 for housing subsidies for HIV positive youth have not yet been awarded, for a total of \$210,000 in unawarded contracts. According to Mr. Piland, the DPH has issued a Request for Proposal for these contracts, and anticipates selecting a contractor by November 1, 1993. Since these contracts have not yet been awarded, the proposed resolution should be amended to reserve \$210,000 pending the award of the contracts and a determination of the MBE/WBE status of the contractors.

4. The proposed grant does not include indirect costs, because the legislation enabling CARE grants specifically disallows administrative indirect costs, Mr. Piland reports.

5. The DPH previously accepted the proposed grant, since the grant period began July 1, 1993. Therefore, the proposed resolution ratifies action previously taken.

6. A Disability Access Checklist, completed by the Department, is contained in the Board file.

7. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Amend the proposed resolution to reserve \$210,000 pending award of contracts and determination of the MBE/WBE status of the contractors, and approve, as amended.

Item No. \_\_\_\_\_

H th Commission - Summary of Grant Request

Rev. 4/10/90

Office of AIDS

Grantor California Dept of Health ServicesDivision Community Health ServicesContact Person Lura FranzellaSection AIDS OfficeAddress P.O. Box 942732Contact Person Tim PilandSacramento, CA 94234-7320Telephone 554-9132Amount Requested \$ 747,699Application Deadline n/aTerm: From 7/1/93 To 6/30/94Notification Expected n/aHealth Commission 7/6/93

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

## I. Item Description:

(Circle appropriate words)

Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ (continuation) (allocation) ~~(expansion)~~grant in the amount of \$ 747,699 from the period of 7/1/93 to 6/30/94to provide Ryan White Comprehensive AIDS Resources Emergency (CARE/TITLE II)Disaster Relief Grant Project.

## II. Summary: (Concise summary; need addressed; include a group name; services and providers)

The CARE Title II grant will continue to fund direct health care and support services to individuals and families directly affected by AIDS/HIV with an emphasis on minorities, youth, women and children, and people with disabilities. Services include AIDS case management, primary medical care, client advocacy, respite care, youth housing subsidies, and other support services; see attachment for complete summary of contractual services.

## III. Outcomes/Objectives:

This third year of CARE Title II funding will allow the AIDS Office to supplement existing programs which are currently not available in an effort to enhance the continuum of care for underserved populations affected with AIDS/HIV.

## IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would diminish the well-being of individuals and families directly affected by AIDS/HIV, especially minorities, women and children, and people with disabilities.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	<u>682,910</u>	<u>682,909</u>	<u>747,699</u>	<u>+64,790</u>	_____	_____
Personnel	<u>94,144</u>	<u>0</u>	<u>0</u>	_____	_____	_____
Equipment	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	_____
Contract Svc.	<u>578,461</u>	<u>682,909</u>	<u>747,699</u>	<u>+64,790</u>	_____	_____
Mat. & Supp.	<u>330</u>	<u>0</u>	<u>0</u>	_____	_____	_____
Facilities/Space	<u>5,750</u>	<u>0</u>	<u>0</u>	_____	_____	_____
Other	<u>4,225</u>	<u>0</u>	<u>0</u>	_____	_____	_____
Indirect Costs	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	_____

## VI. Data Processing

(Leave included above)

Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	_____

## VII. Personnel

	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
F/T CSC	<u>6.3</u>	<u>--</u>	<u>--</u>	_____	_____	_____
P/T CSC	<u>---</u>	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach RFP for Evidence Form)

Please see attachment for information.

Item 1i - File 146-93-39

**Department:** Department of Public Health (DPH)  
Bureau of Toxics, Health and Safety Services  
Hazardous Materials Division

**Item:** Resolution authorizing the Department of Public Health, Bureau of Toxics, Health and Safety Services, to accept and expend an allocation of up to \$450,000, which includes indirect costs in the amount of \$55,608 based on 20 percent of salaries, from the State Water Resource Control Board, Division of Clean Water Programs, for the local oversight of cleanup activities at leaking underground storage tank sites, funded by grant funds to establish and finance Civil Service positions for the provision of these services. In addition, the proposed resolution would authorize the Director of Public Health to execute with the State Water Resources Control Board a contract on behalf of the City and County of San Francisco, which contract provides that the City shall indemnify, defend and hold the State harmless from any and all claims, losses and damages accruing or resulting in connection with the City's performance of the contract, and providing for ratification of action previously taken.

**Grant Amount:** \$450,000

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Water Resources Control Board (SWRCB), Division of Clean Water Programs

**Project:** Local Oversight Program (LOP)

**Description:** The cleanup of contaminated soil and groundwater sites is critical to the health, safety and welfare of the citizens of San Francisco, as groundwater is of beneficial use for irrigation and fire fighting. Equally important is the need to ensure that effected property owners or potential buyers, as well as the residents of San Francisco, realize the full value of their real estate holdings.

Accordingly, in April of 1992, the Hazardous Materials Division of the Bureau of Toxics, Health and Safety Services initiated the Local Oversight Program (LOP) under a contract with the State Water Resources Control Board (SWRCB). The purpose of the Local Oversight Program is to ensure that proper mitigation measures are taken by parties responsible for leaking underground storage tanks. Between April of 1992 and June 15, 1993, approximately 150 contaminated sites, out

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Memo to Government Efficiency and Labor Committee  
August 18, 1993 Government Efficiency and Labor Committee Meeting

of a total of 500 contaminated sites in San Francisco, were overseen by LOP staff, with a remainder of 350 sites backlogged. For FY 1993-94, the SWRCB has requested that the LOP manage all backlogged sites as well.

In addition, since much of the State of California has undergone a drought in the past five years, with the exception of this year, the Board of Supervisors passed an ordinance that directed the Water Department to explore the possibility of utilizing groundwater within the City limits as an alternative source of water. The San Francisco Bay Regional Water Quality Control Board (RWQCB) has reviewed this possibility and has determined that any future plans by the City to utilize groundwater within City limits would require an adequate examination of the potential impacts and the development of comprehensive groundwater protection and management programs. The LOP would ensure that groundwater is protected through the oversight of investigative and remedial activities and that the parties responsible for leaking underground storage tanks are given adequate direction and notification.

The proposed allocation would provide funding for the aforementioned activities and would permit the establishment of Civil Service positions for the provision of these services. In addition, the Director of Public Health would execute the underground storage tank Local Oversight Program contract with the SWRCB for the oversight of all 500 contaminated sites in San Francisco, holding the State harmless from all claims, losses, and damages accruing or resulting in connection with the City's performance of this contract.

**Budget:**

<u>Personnel</u>	<u>Cost</u>
Staff Assistant VII, Special Project	\$67,286
Senior Environmental Health Inspector	67,756
Senior Environmental Health Inspector	62,564
Environmental Health Inspector	43,869
Secretary	<u>36,566</u>
Subtotal Salaries	\$278,041
Fringe Benefits (18.7%)	<u>51,994</u>
Subtotal Personnel	\$330,035

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**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
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<u>Equipment Purchase</u>	
Computers (2 plus peripherals)	\$6,200
Printer	1,500
FAX Machine	1,000
Typewriter, IBM Wheelwriter 15	<u>650</u>
Subtotal Equipment Purchase	\$9,350
<u>Operating Expenses</u>	
Travel	\$3,000
Training	2,500
Mileage and Parking	1,000
Communications	2,600
Materials and Supplies	5,250
Rent	14,500
Equipment Lease	2,000
District/City Attorneys' Services	<u>24,154</u>
Subtotal Operating Expenses	\$55,004
<u>Indirect Costs</u>	<u>55,608</u>
<b>TOTAL</b>	<b>\$449,997</b>

**Required Match:** None

**Indirect Costs:** \$55,608, or 20 percent of salaries of \$278,041

**Comments:**

1. The DPH advises that, since the proposed program budget for FY 1993-94 was verbally approved by the SWRCB on June 1, 1993, expenses have been incurred on behalf of the Local Oversight Program without the prior authorization for the acceptance and expenditure of the proposed allocation. Therefore, the proposed resolution provides for ratification of action previously taken.
2. The budgeted total of \$449,997 shown above was rounded up to \$450,000. The proposed \$450,000 in State funds for FY 1993-94 is \$214,060, or 91 percent, more than the \$235,940 received by DPH in FY 1992-93.
3. The State requires that a statement be inserted in the contract between the SWRCB and the City holding the State harmless from all claims, losses, and damages accruing or resulting in connection with the City's performance of this contract.
4. Attached is a Summary of Grant Request form, as prepared by the DPH, for the proposed allocation.

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5. A Disability Access Checklist is on file with the Clerk of the Board of Supervisors.

**Recommendation:** Approve the proposed resolution.

Grantor <u>State Water Resource Control Board</u> Contact Person <u>Lori Casias (916) 227-4325</u> Address <u>P.O. Box 944212</u> <u>Sacramento, CA 94244-2120</u> Amount Requested \$ <u>450,000</u> Term: From <u>7-1-93</u> To <u>6/30/94</u> Health Commission <u>                    </u> Board of Supervisors: Finance Committee <u>                    </u>	Division <u>Toxics, Health and Safety Services</u> Section <u>Hazardous Materials, LOP Program</u> Contact Person <u>Cherie D'Andrea, Program Director</u> Telephone <u>415-554-2892</u> Application Deadline <u>N/A</u> Notification Expected <u>N/A</u> Full Board <u>                    </u>
--	--

I. Item Description: Request to ~~(approve)~~ (accept and expend) a ~~(new)~~ (continuation) (allocation) ~~(augmentation to a)~~  
 (Circle appropriate words) ~~grant~~ in the amount of \$ 450,000 from the period of 7/1/93 to 6/30/94  
 to provide regulatory oversight for soil and groundwater remedial services.

II. Summary: (Concise summary of need addressed; number & groups served; services and provisions)  
 The State Water Resource Control Board is providing funding to DPH-BTHSS to assume the lead oversight role for the oversight of cleanup activities at leaking underground storage tank site within the City and County of San Francisco. Currently, BTHSS is overseeing approximately 150 sites, resulting in a backlog of 350 sites. The State Board is requesting BTHSS to take over the responsibility of these 350 sites in addition to the 150 sites. The Regional Water Quality Control Board previously had the oversight role for these sites.

III. Outcomes/Objectives:  
 Cleanup of contaminated soil and groundwater sites is critical for the health, safety and welfare of citizens of San Francisco, as the groundwater is of beneficial use for irrigation and fire fighting. Equally important is the need to ensure impacted property owners or potential buyers, as well as CCSF, to realize the full value of real estate holdings.

IV. Effects of Reduction or Termination of These Funds:  
 Real estate transactions and property development projects will be delayed because the Regional Board does not have adequate staff to oversee 500 San Francisco sites. Consequently, cleanup activities by responsible parties would be self-directed/self-motivated. The LOP staff would most likely be terminated accordingly.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
	Two Years Ago	Part Year/Orig.	Proposed	Change		
Grant Amount	N/A	\$235,940	\$450,000	\$214,060		
Personnel		173,252	278,041	104,789		
Equipment		0	9,350	9,350		
Contract Svc.		N/A	N/A	N/A		
Mat. & Supp.		2,511	40,504	37,993		
Facilities/Space		2,470	14,500	12,030		
Other fringe bene.		23,057	51,997	28,030		
Indirect Costs @20% of salaries		34,650	55,608	20,958		

VI. Data Processing

(costs included above)	N/A	N/A	* 6,200	6,200	N/A	
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VII. Personnel

F/T CSC	3 FTE	5 FTE	
P/T CSC			
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
 It is anticipated that the LOP will continue indefinitely, provided there are contaminated sites in the City to oversee & that State/Federal funding is available. If these conditions are not met, LOP staff would be terminated.

VIII. Contractual Services: Open Bid                      Sole Source                      (If sole source, attach Request for Example Form)

\*EIPSC approval has been obtained, #92-83-075.



Item 1j - File 146-93-40

**Department:** Department of Public Health (DPH)  
Community Health Services

**Item:** Resolution authorizing the Department of Public Health, Community Health Services, Family Health Bureau, to apply for retroactively, accept and expend a grant of \$1,384,872, which includes indirect costs in the amount of \$97,766, based on 10 percent of salaries, from the State Department of Health Services for services of the Women, Infants and Children (WIC) Program and granting the Director of Health the authority to sign any subsequent amendments up to \$1,500,000 during the contract period, and providing for ratification of action previously taken.

**Grant Amount:** \$1,384,872

**Grant Period:** October 1, 1993 to September 30, 1994

**Source of Funds:** State Department of Health Services (SDHS), Maternal Child Health (MCH) Branch

**Project:** Women, Infants, and Children (WIC) Program

**Description:** The WIC Program provides nutrition education and supplemental foods to pregnant, lactating or post-partum women and to children under the age of five years who are receiving on-going medical care. Eligible clients must also meet Federal income guidelines, reside in the local target area and be determined by a health professional to be at a nutritional risk.

**Budget:**

<u>Personnel</u>	<u>FTE</u>	
Sr. Nutritionist	1.0	\$57,746
Nutritionist	5.5	298,883
Health Worker III	1.0	37,538
Health Worker II	7.0	231,062
Health Worker I	11.5	347,245
Clerical	0.1	3,000
Bilingual Pay		<u>22,295</u>
Subtotal Salaries		\$997,769
Fringe Benefits (26%)		<u>263,968</u>
Subtotal Personnel	26.1	\$1,261,737

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**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
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<u>Operating Expenses</u>	
Staff Mileage	\$5,000
Equipment Use/Purchase	100
Rent	3,001
Materials and Supplies	9,268
Communications	5,000
Educational Materials and Supplies	<u>3,000</u>
Subtotal	\$25,369
 <u>Indirect Costs</u>	 <u>97,766</u>
Total	\$1,384,872

**Required Match:** None

**No. of Persons Served:** 14,079 participants per month

**Indirect Costs:** \$97,766 or 10 percent of personnel costs excluding fringe benefits and bilingual pay.

**Comments:**

1. Mr. Stephen Purser of the Bureau of Family Health indicates that further amendments to the proposed grant are likely in order to augment the grant amount, as the Governor has expressed an intention to increase State funding of family planning services in coming years. It is for this reason, according to Mr. Purser, that DPH seeks authorization from the Board of Supervisors for the Director of Public Health to sign subsequent amendments to the State contract to increase the total level of grant funding to \$1,500,000, an increase of \$115,128 or over 8 percent more than the proposed grant amount of \$1,384,872, during the grant period without subsequent approval of the Board of Supervisors. The Board of Supervisors has previously approved a similar resolution (Resolution No. 164-92) for a grant for the Bureau of Family Planning, in which the Director of Public Health was authorized to sign subsequent amendments to the grant for up to a \$1,500,000 total grant level, or more than 24 percent of the initial grant amount of \$1,206,415, during the grant period.
2. The application deadline for the proposed grant was April 30, 1993. Mr. Purser advises that the application for these grant funds has already been submitted. Therefore, the proposed resolution provides for ratification of an action previously taken.

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3. The proposed \$1,384,872 in State grant funds for FY 1993-94 is equivalent to the amount that DPH received in FY 1992-93.
4. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant.
5. A Disability Access Checklist, for each of the six program sites, is included in the file.

**Recommendations:**1. The Budget Analyst recommends disapproval of the provision of the proposed resolution which would authorize the Director of Public Health to sign subsequent amendments to this grant up to \$1.5 million, or more than 8 percent of the proposed grant amount, without the subsequent approval of the Board of Supervisors.

2. The Budget Analyst recommends approval of the other provisions of the proposed resolution.

Division CHS  
Section Family Health  
Contact Person Florence Stroud  
Telephone 415/554-2630  
Application Deadline 04/30/93  
Notification Expected 09/01/93  
Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

II. Summary: (Concise, and abridged number + group name; various and provision)

### III. Outcomes/Objectives:

#### IV. Effects of Reduction or Termination of These Funds:

Health and nutritional services to high-risk clients will be curtailed.

#### V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved
	Two Years Ago	Per Year/Org.	Proposed	Change		
Gross Amount	<u>1,334,558</u>	<u>1,384,872</u>	<u>1,384,872</u>	-0-		
Personnel	<u>1,181,303</u>	<u>1,257,693</u>	<u>1,261,737</u>	+4,044		
Equipment	<u>5,000</u>	<u>50</u>	<u>50</u>	-0-		
Contract Svc.	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	-0-		
Mat. & Supp.	<u>18,500</u>	<u>10,000</u>	<u>13,051</u>	+3,051		
Facilities/Space	<u>1</u>	<u>1</u>	<u>1</u>	-0-		
Other	<u>29,500</u>	<u>15,681</u>	<u>7,268</u>	-8,413		
Indirect Costs	<u>93,754</u>	<u>97,447</u>	<u>97,766</u>	+319		
Travel	<u>6,500</u>	<u>4,000</u>	<u>5,000</u>	+1,000		
Net Direct Processing						
(see enclosed items)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	-0-		

VII. Personnel

F/T CSC	<u>29</u>	<u>26</u>	<u>26</u>	<u>-0-</u>	<u>          </u>
P/T CSC	<u>0.73</u>	<u>0.5</u>	<u>0.5</u>	<u>-0-</u>	<u>          </u>
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None

Will grant funded employees be retained after this grant terminates? If so, How?

It is not foreseeable that this grant will terminate.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

Item 1k - File 150-93-3

**Department:** Recreation and Park Department

**Item:** Resolution authorizing the Recreation and Park Department to apply for grant funds in an amount not to exceed \$1,000,000 from the Intermodal Surface Transportation Efficiency Act, for the renovation of irrigation and landscaping systems along Crossover Drive and the Park Presidio by-pass in Golden Gate Park; waiving indirect costs.

**Grant Amount:** Not to Exceed \$1,000,000

**Grant Period:** January, 1994 to December, 1996 (3 years)

**Source of Funds:** U.S. Intermodal Surface Transportation Efficiency Act (ISTEA)

**Project:** Park Presidio By-Pass Renovation Project

**Description:** The proposed resolution is for a new Federal grant, the funds from which would be used by the Recreation and Park Department to design, plan and install irrigation and landscaping along Park Presidio and Crossover Drives in Golden Gate Park, from Lincoln Way to Fulton Street.

If awarded the proposed grant, the City would enter into an agreement with the State of California to carry out the proposed transportation enhancement activities project. The proposed resolution would authorize the General Manager of the Recreation and Park Department to act as agent of the City and County in conducting all negotiations and in executing and submitting all documents, included but not limited to the application, agreements, amendments and payment requests, which may be necessary for the submission of the application.

**Budget:**

Design/Planning	\$150,000
Construction/Landscaping	<u>800,000</u>
<b>Total</b>	<b>\$950,000</b>

**Required Match:** Up to \$114,000, or 12 percent of the estimated project cost of \$950,000. The proposed sources of funding for the project are as follows:

Estimated Amount of	
Proposed ISTEA Grant	\$836,000
1992 Golden Gate Park Bond	60,000
Friends of Recreation and Park	<u>54,000</u>
<b>Total</b>	<b>\$950,000</b>

**BOARD OF SUPERVISORS**  
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The \$60,000 noted above would be provided by Golden Gate Park Bond funds of approximately \$7.6 million, which has been previously appropriated by the Board of Supervisors for FY 1993-94 for the purposes of irrigation and other work in Golden Gate Park. The \$54,000 in funds expected from the Friends of Recreation and Park, which requires the Board of Supervisors approval, has not yet been donated.

**Indirect Costs:** The funding source, the Intermodal Surface Transportation Efficiency Act, does not permit the inclusion of indirect costs in grant awards.

**Comments:** 1. The application deadline for the proposed grant was August 16, 1993. Therefore, the proposed resolution should be amended to authorize the Recreation and Park Department to apply for the proposed grant funds retroactively.

2. The amount of \$836,000 would be used for a contract to be awarded by the Department of Public Works (DPW). According to Ms. Deborah Learner of the Recreation and Park Department, more specific budget and contractor details will be provided to the Board of Supervisors when the Department requests authorization to accept and expend the proposed grant funds.

3. The Intermodal Surface Transportation Efficiency Act does not allow the inclusion of indirect costs in grant awards. Therefore, the proposed resolution authorizes the waiving of indirect costs.

4. Attached is the "Summary of Grant Request Form."

5. The Disability Access Checklist is on file with the Clerk of the Board of Supervisors.

**Recommendations:** 1. Amend the proposed resolution to authorize the Recreation and Park Department to apply for the proposed grant funds retroactively.

2. Approve the proposed resolution as amended.

File Number \_\_\_\_\_

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: RECREATION AND PARK DEPARTMENT

Contact Person: DEBORAH LEARNER Telephone: 666-7087

Project Title: PARK PRESIDIO/CROSS OVER DRIVE PROJECT

Grant Source: ISTEA

Proposed (New / Continuation) Grant Project Summary:

New Grant, meant to design, plan and install irrigation and landscaping along Park Presidio and Cross Over Drives in Golden Gate Park, from Lincoln Way to Fulton Street.

RECEIVED  
BOARD OF SUPERVISORS  
JUL 14 4:11:57  
BY AK

Amount of Grant Funding Applied for: Up to \$1,000,000

Maximum Funding Amount Available: \$1,000,000

Required Matching Funds: 12% of actual funding

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: All

Will Contractual Services be put out to Bid? Yes

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96683330 P.003/003

Grant Application Information Form  
Page 2

Term of Grant: 1994 to 1996

Date Department Notified of Available funds: June 1993

Application Due Date: August 16, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds are available for transportation enhancement projects, above and beyond normal mitigation from transportation project. Must be linked by proximity, impact or function to an intermodal surface transportation system. Several categories of enhancement activities from which to choose. No indirect costs are allowed. Federal funds, passed through state; state takes an administrative cut.

Mary E. Burns  
Department Head Approval



Item 11 - File 152-93-4

**Department:** Sheriff

**Item:** Resolution authorizing the San Francisco Sheriff's Department to apply for a grant up to the amount of \$667,379, which includes indirect costs, to fund the SISTER Project, a comprehensive treatment program for female inmates with serious substance abuse problems.

**Grant Amount:** \$667,379

**Grant Period:** October 1, 1993 through September 30, 1994

**Source of Funds:** Federal Center for Substance Abuse Treatment

**Project:** The Sisters in Sober Treatment Empowered in Recovery (SISTER) Project

**Description:** The proposed grant would provide for first year funding of the SISTER Project. The SISTER Project would provide comprehensive gender-treatment, in-custody, to women incarcerated in Jail #7, located at 1 Mooreland Drive in San Bruno, by addressing the unique health, psycho-social and treatment needs of women located in San Francisco County Jail #7. The SISTER Project consists of five components: 1) a pre-treatment in-custody screening (Walden House Day Treatment Subcontract); 2) an in-custody treatment program (Walden House In-Custody Treatment Subcontract and A.R.T.S Subcontract--see budget details); 3) an electronic monitoring day treatment program (Linda Connelly & Associates Electronic Monitoring Subcontract); 4) a program for children of some participants (Prison MATCH Subcontract--see budget details); and 5) a continuing care component for post-incarcerated women (Walden House Continuing Care Subcontract). The goal of the SISTER Project is to help its participants break cycles of addiction and enjoy improved physical, mental, social, and economic health. In addition, the SISTER Project would provide data on the improvement of inter-agency cooperation, as well as on the specific factors that contribute to a drug-free lifestyle, successful program implementation, a decrease in criminal behavior, and an increase in economic independence.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
August 18, 1993 Government Efficiency and Labor Committee Meeting

**Budget:**

**Direct Costs**

**Sheriff's Department**

**Personnel**

Program Director-Ph.D. (0.2 FTE)	\$14,000
Custody Co-Manager (0.50 FTE)	25,300
Fringe Benefits (23%)	<u>\$9,103</u>

Subtotal Personnel	\$48,403
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**Operating Expenses**

Travel (out of State)	\$5,000
Equipment (computer lease, office equipment rental)	<u>7,300</u>

Subtotal Operating Expenses	<u>12,300</u>
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<b>Sheriff's Department Total</b>	<b>\$60,703</b>
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**Third-Party Contractual**

**1) Walden House In-Custody Treatment Subcontract**

**Personnel**

Salaries	\$186,700
Fringe Benefits	<u>32,821</u>

Subtotal Personnel	\$219,521
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**Operating Expenses**

Travel	6,400
Insurance	5,000
Training	1,300
Supplies (printing, copying, food)	<u>2,800</u>

Subtotal Operating Expenses	<u>15,500</u>
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<b>WH In-Custody Treatment Subcontract Total</b>	<b>\$235,021</b>
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**2) Walden House Day Treatment Subcontract**

**Personnel**

Salaries	\$57,184
Fringe Benefits	<u>16,302</u>

Subtotal Personnel	\$73,486
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**Operating Expenses**

Travel	1,396
Equipment	1,949
Supplies	<u>7,465</u>

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Other	<u>\$28,069</u>	
Subtotal Operating Expenses		<u>\$38,879</u>
WH Day Treatment Subcontract Total		<b>\$112,365</b>
3) Walden House Continuing Care Subcontract		
<u>Personnel</u>		
Salaries	32,788	
Fringe Benefits	<u>7,756</u>	
Subtotal Personnel		<u>\$40,544</u>
<u>Operating Expenses</u>		
Travel	\$263	
Equipment	170	
Supplies	639	
Other	<u>7,429</u>	
Subtotal Operating Expenses		<u>8,501</u>
WH Continuing Care Subcontract Total		<b>49,045</b>
4) Walden House Child Care Subcontract		
<u>Personnel</u>		
Salaries	\$13,650	
Fringe Benefits	<u>2,650</u>	
Subtotal Personnel		<u>\$16,300</u>
<u>Operating Expenses</u>		
Travel	1,252	
Equipment	1,167	
Supplies	4,435	
Other	<u>9,846</u>	
Subtotal Operating Expenses		<u>16,700</u>
WH Child Care Subcontract Total		<b>\$33,000</b>
5) Acupuncture Recovery Treatment Services (A.R.T.S.)		
<u>Personnel</u>		
Salaries	\$19,500	
Supplies	<u>13,000</u>	
A.R.T.S Subcontract Total		<b>\$32,500</b>
6) Prison Mothers And Their Children (MATCH)		<b>\$5,000</b>

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7) Linda Connelly & Assoc. Electronic  
Monitoring Subcontract **\$17,338**

8) Evaluation Subcontract (the grantor requires the proposed  
project to be evaluated independently)

Personnel

Salaries \$38,609

Fringe Benefits 10,328

Subtotal Personnel **\$48,937**

Operating Expenses

Computer Equipment \$3,000

Supplies 1,500

Other (phone, copying, psych. tests) 5,464

Subtotal Operating Expenses **9,964**

Subtotal Evaluation Subcontract **\$58,901**

Program Indirect Costs  
(25.8% of Direct Costs of \$58,901) **15,196**

Evaluation Subcontract Total **\$74,097**

**Total Third Party Contractual 558,366**

Direct Costs ( Total Sheriff Department  
plus Total Third Party Contractual) **\$619,069**

Sheriff's Dept. Indirect (8% of Direct Costs of  
\$619,069 less Evaluation Subcontract Indirect  
Costs of \$15,196) **48,310**

**TOTAL BUDGET \$667,379**

**Required Match:** None

**No. of Program  
Participants:** 62 women

**Indirect Costs:** \$48,310 (see above)

**Comments:** 1. The grant application was submitted July 29, 1993;  
therefore, the proposed resolution should be amended to

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authorize the Department to apply for the proposed grant retroactively.

2. According to Ms. Ida Stricklen of the Sheriff's Department, the contractor, Walden House Inc., is a nonprofit organization and was selected on a sole source basis, due to the uniqueness of its services.

3. A reference to indirect costs in the amount of \$48,310 based on 7.2% of the total grant award is made in the proposed resolution. However, indirect costs are actually 8% of the SISTER Project's direct costs (\$619,069) less the Evaluation Program Subcontract indirect costs (\$15,196). Therefore, the proposed resolution should be amended to reference indirect costs in the amount of \$48,310, based on 8% of the SISTER Project's direct cost less the Evaluation Program's indirect costs.

4. The "Grant Application Information Form". as prepared by the Sheriff's Department, is attached.

5. The Department has completed a Disability Access Checklist which is on file with the Clerk of the Board.

**Recommendation:** 1. Amend the proposed resolution to authorize the Department to apply for the proposed grant retroactively.

2. Amend the proposed resolution to reference indirect costs in the amount of \$48,310, based on 8% of the SISTER Project's direct costs less the Evaluation Program subcontract indirect costs.

3. Approve the proposed resolution as amended.

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Sheriff's Department

Contact Person: Eileen Hirst Telephone: 554-7225

Project Title: The SISTER Project (Sisters in Sober Treatment Empowered in Recovery)

Grant Source: Federal Center for Substance Abuse Treatment

### Proposed (New / Continuation) Grant Project Summary:

The SISTER Project proposes to provide comprehensive, gender-treatment in-custody to women incarcerated in San Francisco County Jail #7, addressing the unique health, psycho-social and treatment needs of women in jail.

The SISTER Project consists of five components: 1) a pre-treatment in-custody screening; 2) an in-custody treatment program; 3) an electronic monitoring day treatment program; 4) a program for children of some participants; and, 5) a continuing care component for post-incarcerated women.

SISTER, with the assistance and support of the local criminal justice community, will support the process of understanding prior substance abuse and criminal behavior, and help women understand the impact of those factors on family, friends, and self. It is hoped that participants will break cycles of addiction and enjoy improved physical, mental, social and economic health.

Process and outcome evaluation will provide data on the improvement of inter-agency cooperation as well as on the specific factors that contribute to a drug-free lifestyle, successful program implementation, a decrease in criminal behavior, and an increase in economic independence.

Amount of Grant Funding Applied for: \$667,379

Maximum Funding Amount Available: \$667,379

Required Matching Funds: -0-

Number of Positions Created and Funded: one full-time and two half-time

Amount to be Spent on Contractual Services: \$558,366

Will Contractual Services be put out to Bid? No



Term of Grant: 10-1-93 through 9-30-94

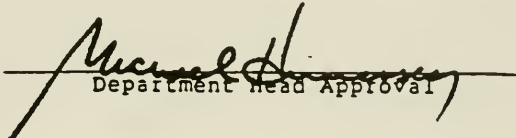
Date Department Notified of Available funds: 11-30-93

Application Due Date: July 3, 1993

**Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):**

In order to achieve the primary goals of this program, i.e., to improve treatment outcomes for correctional populations, successful applicants are expected to structure a project approach which ensures that treatment programming is responsive to the complexity and diversity of individual treatment needs. CSAT considers that responsive, state-of-the-art treatment programs have certain characteristics in common, however; the most fundamental of these is the program's ability to:

1. Conduct comprehensive, standardized assessments of individual characteristics (biomedical, neuro/psychiatric, psychological, social, behavioral);
2. Ensure that each individual is provided with a continuum of services and interventions specifically designed to meet her unique needs and that these interventions are provided in a manner that is socially and culturally appropriate, as well as effective;
3. Evaluate the impact of the treatment and rehabilitative continuum, both treatment and, in some cases, at intervals following treatment completion; and,
4. Utilize evaluation finding to identify which interventions appear to work best for different individuals; and,
5. Maintain a substantial degree of flexibility in order to correct/refine treatment programming.

  
Department Head Approval



Item 2 -File 27-93-14

**Department:** San Francisco International Airport

**Item:** Ordinance approving the "Concession Agreement for Operation of Automobile Rental Services" between Alamo Rent-A-Car, Inc., and the City and County of San Francisco, acting by and through its Airports Commission.

**Description:** The proposed ordinance would ratify the Airports Commission's approval of the sixth On-Airport Automobile Rental Service Concession Agreement. There are currently five other Automobile Rental Service Concession Agreements with Avis, Budget, Dollar, Hertz, and National. This sixth Concession Agreement provides for the operation of a sixth On-Airport Automobile Rental Service to be provided by Alamo Rent-A-Car Inc., with no Airport space included in conjunction with the Agreement. Terminal counter space would be provided under a separate Airport permit (see Comment #4). The term of the proposed Concession Agreement would be three years (see Comment #3), beginning 90 days from ratification by the Airports Commission of the proposed Concession Agreement.

**Comments:** 1. The Airports Commission established the minimum acceptable bid of \$300,000 or 10% of gross revenue, whichever is greater. Alamo Rent-A-Car, Inc. submitted the only bid in a minimum annual amount of \$3,608,749. According to Ms. Sandra Crumpler, the Airport's Outreach Officer, the Airports Commission received no other bids for the proposed Concession Agreement because no other Automobile Rental Service companies could meet the financial obligations of the proposed Concession Agreement. In addition, the Airport obtained a list of nationwide MBE/WBE Automobile Rental Services companies from the Federal Aviation Administration (FAA) and notified them of the Pre-Bid Conference for this opportunity. However, none of these firms responded, according to Ms. Crumpler.

2. The Airports Commission staff has determined that Alamo Rent-A-Car, Inc. has met all bid qualifications and the Human Rights Commission has approved Alamo's Workforce Plan.

3. The proposed sixth On-Airport Automobile Rental Service Concession Agreement would be a three year term because this company would only require terminal counter space. The other five Concession Agreements are currently on month-to-month holdovers, pending the final construction schedule of the Ground Transportation Center, because the other five

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Automobile Rental Service companies require Airport land space in the Ground Transportation Center. Prior to the final construction schedule, these other five companies will rebid for longer lease terms.

4. None of the existing Concession Agreements contain Airport space. Any space provided is under a separate 30 day permit.

**Recommendation:** Approve the proposed ordinance.

Item 3 - File 47-93-6

**Department:** Department of Parking and Traffic (DPT)

**Item:** Ordinance terminating the lease between the City and County of San Francisco and the City of San Francisco Civic Plaza Parking Corporation after 10 days notice, and authorizing the Executive Director of the Department of Parking and Traffic to enter into an interim, month-to-month agreement with System Parking Co. for operation of the Civic Center Garage pending completion of a competitive bidding procedure.

**Description:** The DPT reports that the Department entered into a lease agreement, dated December 2, 1958, with the City of San Francisco Civic Plaza Parking Corporation, a nonprofit corporation, for the purpose of constructing and operating the Civic Plaza Garage. The Corporation issued revenue bonds in the total amount of \$4,500,000 to finance the construction of the Garage. The DPT advises that this total bond amount has now been repaid and the Bond Indenture governing the bonds has been released. According to the DPT, the Parking and Traffic Commission believes that now that the bonds have been repaid, the Corporation no longer serves a useful function and that the Garage can be more efficiently operated by the DPT. As such, the DPT is proposing that the lease agreement between the City and the Corporation be terminated. Under the terms of the lease agreement, the City has the right to terminate the lease at any time after the repayment of the bonds, upon 10 days notice to the Corporation.

The DPT advises that the City of San Francisco Civic Plaza Parking Corporation currently contracts with the System Parking Co. for the operation and management of the Civic Center Garage. The DPT is proposing to directly enter into an interim month-to-month agreement with System Parking Co. for the continued operation of the Garage pending the DPT selecting a permanent contractor based on a competitive bid process.

**Comments:** 1. Mr. Kevin Hagerty Director of Off-Street Parking advises that the Civic Center Garage generated \$1,608,246 in parking revenues for the Garage's fiscal year ending April 30, 1993, of which, a total of \$974,723 (including Parking Taxes) accrued to the City and \$633,523 was paid to System Parking Co. for the operation and management of the Garage. The \$633,523 represents actual operating expenses of \$623,523 plus \$10,000 (\$833.33 per month) for a management fee. Mr. Hagerty advises that the Corporation does not bid competitively for

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contract services to operate the Garage. According to Mr. Hagerty, if the proposed legislation is approved, the DPT would issue a competitive bid for these services, which could result in some undetermined additional revenue to the City. Mr. Hagerty was unable to identify any other cost savings that might be realized as a result of DPT assuming the management of the Garage.

2. Mr. Hagerty advises that under the proposed month-to-month agreement with System Parking Co., pending the issuance of a competitive bid, System Parking Co., would continue to be paid actual costs for operating the Garage plus \$833.33 per month for the management fee.

**Recommendation:** Approve the proposed ordinance.



Item 4 - File 97-93-41

**Department:** Public Library

**Item:** Ordinance amending the Administrative Code by adding Section 16.6-17.2, to authorize the San Francisco Public Library to have a membership in the Bay Area Library and Information Network (BAYNET).

**Description:** Chapter 16 of the Administrative Code identifies the organizations to which City departments are authorized to have a membership in. The Administrative Code provides that the Controller will not authorize expenditures to pay dues or membership fees in organizations not listed in Chapter 16 of the Administrative Code.

The proposed ordinance would amend Chapter 16 of the Administrative Code, by adding Section 16.6-17.2, which would add BAYNET to the list of organizations that the Public Library is authorized to become a member of. According to the Public Library, BAYNET is a computer networking organization which connects Bay Area libraries and information centers (i.e., entities which provide resource information on a computer networking/electronic delivery basis) to provide a means of communication, cooperation and resource sharing.

The Public Library reports that the annual membership fee in BAYNET is \$50 and that this amount is included in the Public Library's 1993-94 budget for this specific membership.

**Comments:** 1. In June of 1991, the Board of Supervisors approved Ordinance 218-91 (File 97-91-32) which amended Section 16.6 of the Administrative Code to require departments to submit annual reports before May 1 of each year to the Mayor and the Board of Supervisors concerning the department's current memberships and the organizations to which the department wishes to become a member in the following year, and to submit any legislation necessary to amend the Administrative Code to be "consistent with the decisions of the Board [of Supervisors]."

2. In a previous report to the Finance Committee of the Board of Supervisors (File 97-91-56), the Budget Analyst was advised by the sponsor of the above noted ordinance (218-91) that the ordinance was intended to require departments to submit requests for new memberships during the annual budget review process and to prohibit memberships from being approved at other times during the fiscal year. However, the

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ordinance did not expressly state that new memberships could only be approved during the annual budget review.

3. Ms. Seema Grover of the Public Library reports that the Library submitted the request for the membership in BAYNET during the 1993-94 budget process. Ms. Grover advises that the Library has been a member of BAYNET for several years and due to administrative oversight is only just now requesting formal authorization for membership.

**Recommendation:** Based on the fact that the cost of this proposed membership was previously approved by the Board of Supervisors in the FY 1993-94 budget of the Public Library, approve the proposed ordinance.

Item 5 - File 97-93-43

**Department:** Purchasing Department

**Item:** Ordinance amending the San Francisco Administrative Code by amending Sections 21.29 through 21.33, and Section 10.116-2, relating to maintenance of equipment inventories and gifts of equipment.

**Description:** In a management audit report completed in March of 1991, the Budget Analyst recommended that the Purchaser transfer management and control of the City's storerooms to the individual City departments. In November of 1992, the voters of San Francisco approved a Charter amendment to clarify the role of the Purchaser and to delete the Purchasing Department's responsibility to report inventory information to the Controller. In response to the Budget Analyst's recommendation, effective July 1, 1993, City departments were no longer required to budget funds to the Purchasing Department to pay for storekeeping staff, and instead those staff positions were transferred to the departments.

The proposed ordinance would amend Sections 21.29 through 21.33 to clarify that departments on an individualized basis, and not the Purchasing Department on a centralized basis, are now responsible for (1) maintaining their equipment inventories on a "perpetual basis", (2) establishing a fair market value on gifts at the date on which gifts are received, (3) affixing an inventory tag to new equipment and reporting the new equipment acquisition to the Controller, and (4) reporting immediately to the Board of Supervisors in writing concerning the loss or damage to equipment. Section 21.32 would also be amended to provide that inventories are not to be adjusted as to damages or loss by the individual departments, until it is so ordered by resolution of the Board of Supervisors.

Additionally, Section 10.116-2, would be amended to make certain minor technical changes and to specify that all gifts of equipment must be promptly tagged, and reported, in writing, to the Controller by the individual department heads, instead of by the Purchaser.

**Comment:** With the exception of the new provision which provides for tagging new equipment upon receipt, the provisions of the proposed ordinance would serve to codify the City's actual current practice.

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**Recommendation:** Approve the proposed ordinance.

Item 6 - File 172-93-30

**Department:** Recreation and Park

**Item:** Ordinance approving a lease and management agreement to provide for the San Francisco Zoological Society to manage the Zoo, and authorizing the General Manager of the Recreation and Park Department to execute such lease and management agreement with the San Francisco Zoological Society on behalf of the City and County of San Francisco; approving an indemnification by the City and County of San Francisco of the San Francisco Zoological Society contained in such zoo lease and management agreement; and declaring intention of the Board of Supervisors to fund such zoo lease and management agreement separately from the Recreation and Park Department budget.

**Lessee:** San Francisco Zoological Society (SFZS)

**Location:** 65 acres of land and improvements at the San Francisco Zoo, with potential to expanded sites, including the Fleishhacker Site, the National Guard Armory Site, and the Oceanside Sewage Site, as those sites may become available for Zoo expansion

**Term of Lease:** From approval date until June 30, 1998  
Automatically renewed every five years for 99 years, unless either party terminates the agreement by written notice

**Rent:** \$1 per year nominal payment by SFZS to the City

**Management Fee:** \$4 million per year, to be paid by the City to the San Francisco Zoological Society (see below)

**Source of Funds:** FY 1993-94 budget of the Recreation and Park Department (first year);  
Separate appropriation of the Board of Supervisors (ensuing years)

**Description:** The San Francisco Zoological Society (SFZS) is a non-profit charitable organization, formed in 1954. SFZS currently provides various services at the Zoo under a lease agreement with the City. Such services include the operation of the Children's Zoo, the Insect Zoo, the Zoo's Education Department, the food and concession services, the gift shop, Zoo membership, the development office and the Avian Conservation Program. The proposed

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agreement would lease the Zoo premises to SFZS and provide that SFZS manage the entire Zoo operation, under the terms and conditions of the lease. Presently, the management of the remaining sections of the Zoo is the responsibility of the Recreation and Park Department.

**Comments:**

1. In February, 1993, the Board of Supervisors approved a resolution (Resolution 139-93) that had two effects. First, the resolution conferred the support of the Board of Supervisors for the concepts of an expanded partnership between the City and SFZS for the care, control and management of the Zoo by SFZS. These concepts included, briefly:

- (1) that SFZS would operate the Zoo;
- (2) that SFZS would establish a \$10 million Founder's Fund;
- (3) that SFZS would continue efforts to raise approximately \$25 million for capital improvements at the Zoo;
- (4) that the City would provide an annual payment of \$4 million to support Zoo operations;
- (5) that the Recreation and Park Commission would establish a priority of issuing a \$25 million bond issue for capital improvements at the Zoo, to be implemented some time within the first five years of the lease;
- (6) that the lease would continue for five years, and would include an option for renewals; and
- (7) that current employees of the Zoo could remain in the City's Civil Service system, if they so desired.

Second, the resolution urged the Recreation and Park Commission and SFZS to negotiate a lease agreement incorporating these concepts. This proposed lease agreement represents such a negotiated agreement.

2. In FY 1992-93, \$3,715,000 in General Fund monies was included in the Recreation and Park Department's budget for Zoo operations; in FY 1993-94, that amount was decreased by \$165,000, or 4.4 percent, to \$3,550,000. However, a \$200,000 supplemental appropriation is currently under consideration for Zoo operations for FY 1993-94, which would increase the total appropriation to \$3,750,000, representing \$35,000, or .009 percent, more than the FY 1992-93 budget. (For more information on the budgeted support for Zoo operations, see Comment 9.)



3. According to Mr. David Anderson, Director of the Zoo, the Zoo's August, 1992 application to the American Association of Zoological Parks and Aquariums (AAZPA) for reaccreditation was tabled pending the outcome of this proposed lease agreement. Mr. Anderson advises that the Zoo must present the AAZPA with a financial plan showing that it has sufficient on-going financial support to maintain the Zoo and to begin rebuilding exhibits, some of which are becoming substandard. If the Zoo cannot provide such a financial plan, it will lose its accreditation, Mr. Anderson reports. Mr. Anderson further reports that the AAZPA approved of the concepts for the lease agreement, and have indicated that approval of the proposed lease agreement would be sufficient to reaccredit the Zoo.

4. According to Section 14.2 of the lease agreement, all permanent, full-time Civil Service employees could choose either to become SFZS employees or to remain Civil Service employees at the Zoo. All employees would retain the representation of employee bargaining groups, and would be governed by union agreements and Civil Service provisions. Pursuant to the proposed agreement, employees would be supervised and directed by SFZS employees. According to the proposed lease, vacated Civil Service positions would not be replaced by City Civil Service employees, so that eventually all positions at the Zoo would be SFZS employees.

5. The proposed agreement provides that the SFZS would reimburse the Recreation and Park Department for all services that the City provides to the SFZS. These services would include: (1) salaries and benefits for Civil Service employees; (2) utilities; and (3) miscellaneous services, which include any services provided from time to time by the City at the request of SFZS.

6. In our February 3, 1993 Memorandum to the Government Efficiency and Labor Committee, the Budget Analyst noted that the Recreation and Park Commission currently provides park maintenance services, such as tree trimming and heavy equipment operations, which are funded from the General Fund and from separate Recreation and Park Commission revenues, but which are not identified in the Zoo's annual operating budget because they are included in the total cost of the Recreation and Park Department's maintenance activities for all park properties, including the Zoo. At that time, Mr. David Anderson, Zoo Director, estimated that the

General Fund value of these services was \$407,000 in FY 1992-93. For FY 1993-94, the value of services anticipated to be provided is \$252,000. The proposed lease agreement specifies that SFZS would provide maintenance and repairs to the Zoo (Section 13, Maintenance). Therefore, if the proposed ordinance is approved, the budget of the Recreation and Park Department should be reduced by the General Fund cost of providing maintenance services to the Zoo, estimated at \$252,000 for FY 1993-94.

According to Mr. Phil Arnold of the Recreation and Park Department, if approval of the proposed ordinance would result in a reduction of \$252,000 in the Department's budget, the Recreation and Park Department would no longer support the proposed lease agreement. Since the Department absorbed an estimated \$2 million in budget reductions in the FY 1993-94 for maintenance and repairs, including tree toppers, gardeners, mowers, and crafts positions, Mr. Arnold reports, the Department cannot support additional reductions in that area. The Budget Analyst notes that a reduction of \$252,000 would have no impact on the anticipated post-budget reduction level of maintenance service outside of the Zoo, since the Department's maintenance responsibilities would be reduced by a value of \$252,000 (based on the maintenance being the responsibility of SFZS under the proposed agreement). These funds would then be available to support a portion of the management fee noted in the following comment. However, Mr. Arnold states that if the Board of Supervisors does not further reduce the Department's budget to reflect the decreased scope of services, approval of the proposed ordinance would reduce the impact of recent budget reductions on park maintenance.

7. The proposed lease includes a \$4 million annual payment from the City to SFZS to support operating costs at the Zoo. This \$4 million is to be funded from the Recreation and Park Department's FY 1993-94 General Fund budget. (See Comment 9.) In future years, according to the proposed agreement, the City would intend to fund the payment of the management fee from a General Fund appropriation separate and apart from the budget of the Recreation and Park Department. However, this provision is not binding, and the Board of Supervisors would retain its budgetary discretion under the Charter. The management fee of \$4 million would be increased upon renewal of the lease on July 1, 1998 to reflect any change in the one-year amount of wages and benefits paid to all

permanent Civil Service Employees then employed at the Zoo. In making such adjustments to the management fee, according to the proposed lease:

[N]on-overtime wages and benefits paid to permanent Civil Service Employees shall be compared, as of June 30, for the two Fiscal Years most recently ended prior to preparation of the applicable City budget, to determine a percentage change in wages and benefits . . . Only those Civil Service Employees employed at the Zoo on both such dates shall be considered for the purposes of the foregoing calculation. The Management Fee shall then be adjusted upward or downward, as the case may be, by an amount determined by taking only that portion of the management fee that equals the amount expended by SFZS in the most recently completed fiscal year to reimburse the City for the wages and benefits of Civil Service employees . . . and multiplying that portion of the management fee by the Percentage Change in Wages and Benefits.

In other words, for example, if the remaining Civil Service employees' wages and benefits increase four percent between the two most recently completed years, the portion of the Management Fee that supports Civil Service employees would increase four percent. No other increase would occur until the end of the following five year lease. All of the \$3.55 million currently budgeted to the Zoo is for Civil Service employees, and the \$200,000 supplemental appropriation would also support labor costs (see Comment 9).

8. When no Civil Service positions remain at the Zoo (as noted in Comment 4, above), then the Management Fee would be frozen and no further increases would be awarded. At what point no Civil Service employees will remain and the Management Fee will be frozen cannot be determined at this time.

9. Approximately \$3.55 million is included in the FY 1993-94 budget for Zoo operations, Mr. Arnold advises. In addition, a \$200,000 supplemental appropriation has been introduced to support the Zoo. The funds included in the budget for the Zoo would be used to pay the proposed Management Fee. If: (1) the proposed supplemental appropriation of \$200,000 is approved; and (2) the Board of Supervisors reduces the Recreation and Park Departments budget by \$252,000, making these funds available to support the proposed management fee (see

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Comment 6, above), then these funds, in combination with the Department's FY 1993-94 budget for the Zoo, could entirely support the proposed management fee, as follows:

**Source of Funds for \$4 Million Proposed Management Fee**

Recreation and Park Department's FY 1992-93 budget for Zoo operations	\$3,550,000
Supplemental Appropriation Request	200,000
Reduction in Recreation and Park Dept. budget to Reflect SFZS Responsibility for Zoo Maintenance	<u>252,000</u>
TOTAL	\$4,002,000
Management Fee	<u>4,000,000</u>
First Year Savings	\$2,000

If the supplemental appropriation is not approved, and/or the Board of Supervisors does not reduce the Recreation and Park Department's budget for Zoo maintenance, then the Department would not have sufficient funds to support the entire management fee. (The Department would require either an additional \$200,000 if the supplemental appropriation is not approved, \$250,000 if the Department's budget is not reduced, or \$450,000 if neither the supplemental is approved nor the Department's budget is reduced.)

According to Mr. Arnold, if the proposed  $\frac{1}{2}\%$  State Sales Tax measure is approved in November of 1993, then these additional funds could be provided from such Sales Tax revenues. If the Sales Tax measure is not approved by the voters, then funds would not be available. According to the proposed lease agreement, payment of the management fee would be subject to the provision of the Charter, which provides that fulfillment of lease obligations is subject to the availability of funds appropriated by the Mayor and the Board of Supervisors. Mr. Anderson advises that the Recreation and Park Department intends to submit a second supplemental appropriation for \$200,000 for the Zoo from Sales Tax revenues, if the Sales Tax measure is approved.

11. Mr. Anderson reports that the amount of the management fee, \$4 million, was established based on the operating requirements of the Zoo.

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12. The City's actual General Fund contribution for the Zoo's operating expenses increased at an average annual rate of approximately 7.3 percent between 1987-88 and 1990-91, but decreased at an average rate of 6.6 percent in FY 1991-92, 1992-93 and 1993-94. Whether the City would increase its General Fund support for the Zoo or decrease its support in the future cannot be determined at this time.

Assuming: (1) a six percent increase in annual General Fund support to the Zoo (based on a six percent assumed annual increase included in the concepts approved by the Board of Supervisors); (2) that the proposed \$200,000 supplemental appropriation is approved; and (3) that the Recreation and Park Department's budget is reduced by \$252,000 (see Comment 6, above), then the five year savings from approval of the proposed agreement would be as follows:

<u>Fiscal Year</u>	<u>Estimated Annual Expenditures</u>	<u>Proposed Mgmt. Fee</u>	<u>Estimated Savings</u>
1993-94	\$4,002,000	\$4,000,000	\$2,000
1994-95	4,242,120	4,000,000	242,120
1995-96	4,496,647	4,000,000	496,647
1996-97	4,766,466	4,000,000	766,466
1997-98	5,052,454	4,000,000	<u>1,052,454</u>
Total Estimated Savings, FY 1994 to FY 1998			\$2,559,687

Whether or not these savings would actually be realized, or whether a different amount would be saved, is dependent on which of the three assumptions is true. The City would still realize five-year net savings if any two of the above three assumptions is true, but in a lesser amount. The City would not realize net five-year savings if none of the above three assumptions is true.

13. After the first five years, depending on whether or not Civil Service positions remain at the Zoo, in the worst case, the proposed agreement would provide for a percent increase equal to a *single year* percent cost of living increase applied to a five year lease, and the increase would *only* be applied to the portion of the fee that supports Civil Service employees. Thus, for example, if salaries and benefits had increased four percent for Civil Servants the most recently completed fiscal year, and 50 percent, or \$2 million, of the management fee supported Civil Service employees, then the management fee would increase from \$4 million to \$4.08 million, and would remain \$4.08 million for five years (based on an increase

of 4 percent of \$2 million plus \$4 million). In the best case, if no Civil Service employees remain after the first five years, the City would pay no increases for management of the Zoo for 99 years. Since inflation decreases the real value of money, assuming four percent inflation per year, the real value of \$4 million would be \$3.29 million in five years, \$2.70 million in ten years, and \$82,000 in 99 years, representing a substantial decrease in the real value of support to the Zoo. According to Mr. Anderson, SFZS anticipates operating the Zoo more efficiently and fundraising more effectively than the City. The decreased real value of City contributions could be replaced with increased fee and other revenues, such as donations.

14. According to the proposed agreement, the SFZS would be required to present proposals for capital improvements to the Recreation and Park Commission for approval. Funding for capital improvements would be the responsibility of SFZS.

15. The proposed agreement would provide that all Zoo animals would continue to be owned by the City (except animals under loan to the City). Under the proposed agreement, SFZS would care for the animals. The agreement would also require that SFZS continue to provide care for the City's bison at Golden Gate Park and San Bruno Jail.

16. The proposed agreement includes a provision for a \$10 million Founder's Fund. This Founder's Fund is to be financed through fundraising activities by SFZS. According to the proposed lease, the Founder's Fund would be expended as follows: \$5 million for capital improvements; \$2 million for Zoo operating expenses; and \$3 million to increase the SFZS endowment fund. These expenditures are in accordance with the resolution approved by the Board of Supervisors in February, 1993, noted above. According to the proposed agreement, if SFZS is unable to raise the \$10 million for the Founder's Fund as of approval of the agreement, SFZS would provide a minimum of \$8.15 million in cash and pledges by such date, of which approximately \$5 million would support capital improvements, \$2 million would support operating costs, and the balance would support the endowment fund. According to Mr. David Anderson, Zoo Director, \$9.1 million has been raised or pledged to date, including over \$2 million in cash and over \$7 million in pledges. Mr. Anderson reports that most pledges are



contingent upon the Zoological Society operating the Zoo; that is, if the proposed agreement is not approved, most pledges would be withdrawn. The extent to which these pledges will actually be collected cannot be determined at this time.

17. All revenues collected through Zoo operations would be expended by SFZS on operating expenses, capital improvements, and other Zoo purposes. The proposed agreement stipulates that SFZS would raise a minimum of \$7 million per year from revenues and donations for operations. Since raising this \$7 million annually is a condition of the lease, if SFZS fails to raise at least that amount, then the proposed agreement would be terminated, Mr. Anderson reports.

18. According to Section 15.4 of the proposed lease agreement, the City would make an effort to place a \$25 million bond issue on the ballot during the first five years of the agreement. This \$25 million would support a new front Zoo entrance, new animal exhibits, and any other agreed upon improvements. The agreement specifies that it does not limit the authority of the Board of Supervisors to determine whether or not to place such a bond issuance measure before the electorate, and it does not require that the City issue the bonds upon voter approval. Also, the proposed agreement states that, in the event that the General Obligation Bond Issue is not approved by the voters, the City would not be required to contribute any funds to SFZS or the Zoo operations in excess of the Management Fee required under this agreement.

19. Under the terms of the proposed agreement, the Recreation and Park Commission would have the right to approve the fees charged for admission to the Zoo. Admission fees are currently \$6.50 for adults, \$1.00 for children aged six to eleven (based on a sliding scale), and no charge for children under the age of six. The Recreation and Park Commission currently approves Zoo admission fees.

**Recommendations:**

1. Although the Board of Supervisors previously approved a resolution of intent to have the San Francisco Zoological Society take over management of the Zoo, the Budget Analyst considers approval of the proposed ordinance to be a policy matter for the Board of Supervisors.

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2. If the proposed ordinance is approved, request the Controller to prepare legislation to rescind \$252,000 from the Fiscal Year 1993-94 budget of the Recreation and Park Department for the cost of providing Zoo maintenance services since, in accordance with the provisions of the proposed lease agreement, Zoo maintenance services are to be provided by the San Francisco Zoological Society.

Item 7 - 190-93-8

**Department:** Real Estate  
Parking and Traffic

**Item:** Ordinance approving Union Square tour bus permit bidding documents and authorizing the Director of Property to request competitive bids to lease the Union Square sightseeing vehicle stand.

**Description:** The Union Square sightseeing vehicle stand is located at the east side of Powell Street, between Geary and Post Streets. This site, which is 55 linear feet, was leased to The Gray Line, at a rate of \$1,000 per year for a five year period that expired in December, 1992. The Gray Line has continued to lease the Union Square sightseeing vehicle stand on a month to month basis, at a rate of \$1,000 per year (or approximately \$83 per month), pending the assignment of a new lease.

The proposed ordinance would authorize the Director of Property to request bids for the lease of the Union Square sightseeing vehicle stand. The minimum bid would be \$30,000 per year. The bidding would commence as soon as the Department receives authorization from the Board of Supervisors, and the lease would continue for a period of five years.

**Comments:** 1. In March, 1993, the Board of Supervisors approved an ordinance amending the Police Code to place the issuance of permits for Union Square and Fisherman's Wharf sightseeing vehicles under the jurisdiction of the Department of Parking and Traffic. That ordinance also provided for a competitive bidding procedure for the issuance of the Union Square permits (File 121-93-1).

2. The Department of Real Estate has reevaluated the fair market value of the Union Square sightseeing vehicle stand based on a lease between the Port of San Francisco and Cable Car Advertisers, Inc., for a sightseeing vehicle stand at Fisherman's Wharf. The Fisherman's Wharf sightseeing vehicle stand is leased at a rate of \$140,000 per year, or approximately \$11,667 per month. Since the Fisherman's Wharf stand is larger and has more foot traffic, the Department of Real Estate determined that its fair market value is higher than the Union Square stand. However, the two sightseeing vehicle stands are the only two such stands in the City. Also, there is substantial foot traffic at Union Square and the sightseeing stand there is large enough for a tour bus. Therefore, the Department of Real Estate

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determined that the fair market value of the Union Square stand, while less than that of the Fisherman's Wharf stand, is not significantly lower. The Department of Real Estate recommended that the minimum bid for the Union Square stand be established at \$60,000 per year. However, according to Mr. Tim Johnson of the Department of Parking and Traffic, the Parking and Traffic Commission decided to set the minimum bid at \$30,000, rather than \$60,000, to allow more minority and women-owned businesses to participate in the bidding process.

3. According to Administrative Code Section 23.24, all leases expected to produce more than \$1,500 per month must be bid competitively. Currently, this lease produces only approximately \$83 per month, and was therefore not previously bid competitively. Since the proposed bidding would begin at \$30,000 per year, or \$2,500 per month, which is higher than \$1,500 per month, the lease must be bid competitively, in accordance with the Administrative Code.

4. Mr. Johnson advises that the proposed bidding will be conducted in accordance with all Human Rights Commission guidelines.

5. All of the revenues from the proposed new lease would be General Fund revenues, Mr. Johnson reports.

6. Subsequent to the selection of the low bidder, the contract award will be subject to separate legislative approval of the Board of Supervisors.

**Recommendation:** Approval of the proposed resolution, which would establish the minimum bid at \$30,000 rather than the \$60,000 minimum bid recommended by the Department of Real Estate, is a policy matter for the Board of Supervisors.

Item 8 - File 30-93-6.1

**Department:** Department of Public Health (DPH)

**Item:** Resolution approving retroactively an addendum to the San Francisco Demonstration County Alcohol and Drug Program Plan which adds the HIV/AIDS Outreach Grant Program as administered by the Department of Public Health, Division of Mental Health and Substance Abuse Services, for submission to the State of California, Department of Alcohol and Drug Programs, and authorizing and directing the President of the Board of Supervisors to sign said addendum.

**Description:** The Board of Supervisors previously approved the San Francisco Demonstration County Alcohol and Drug Program Plan for FY 1992-93 (File 30-93-6). San Francisco is one of two Counties in the State which has merged its alcohol and drug program services under the State legislated Demonstration County Alcohol and Drug Program (AB 2904). Pursuant to AB 2904, the Department of Public Health (DPH) is required to submit an annual plan to the State outlining the provision of alcohol and drug services in the City. Fiscal Year 1992-93 represents the fifth year that the City has been involved in this demonstration alcohol and drug program, which is administered by the DPH, Community Substance Abuse Services (CSAS).

The proposed resolution would retroactively approve an addendum to the 1992-93 San Francisco Demonstration County Alcohol and Drug Program which adds the HIV/AIDS Outreach Grant Program, which is administered by the DPH, Division of Mental Health, Forensic and Substance Abuse Services (DMFS). The addendum includes a description of the HIV/AIDS Outreach Grant Program and outlines the guidelines and regulations for the use of the grant funds.

The DPH reports that the HIV/AIDS Outreach Grant Program is designed to seek out injecting drug users, other high risk substance abusers and their sex partners in order to: (1) encourage and make arrangements for substance abuse treatment, (2) provide medical diagnostic services for HIV/AIDS illnesses and (3) provide the information, skills and other resources to effect those behavior changes that are most likely to decrease the risk of acquiring or transmitting HIV and related diseases.

The goals of the HIV/AIDS Outreach Grant Program include (1) demonstrating the cost effectiveness of community-based intervention strategies and whether these strategies can be

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replicated to accomplish the purposes identified above, and (2) to determine if altered behaviors produce changes in the incidence of HIV and related diseases in the targeted populations and communities.

The HIV/AIDS Outreach Grant Program budget for FY 1992-93 totaled \$242,292. Program services provided were as follows: (1) 70 presentations on drug abuse related issues to provider agencies and community-based organization, (2) assessment of approximately 130 drug abusers for HIV risks, (3) counseling services for approximately 150 drug abusers and their families, (4) referral of approximately 100 drug abusers and their sex partners for HIV/STD/TB testing and exams and (5) referral of approximately 80 drug abusers to substance abuse treatment programs.

**Comments:**

1. Mr. Micheal Hart of the DPH advises that this request for the approval of an addendum to the San Francisco Demonstration County Alcohol and Drug Program Plan was not submitted to the Board of Supervisors earlier because of an administrative oversight.

2. Mr. Jim Curtiss of the DPH reports that the State is requiring that this addendum to the Plan be added at this time in order that the HIV/AIDS Outreach Grant Program be recognized as an official part of the Plan. According to Mr. Curtiss if the addendum is not added to the Plan the State could potentially withhold any monies that the State has not yet reimbursed for this program.

**Recommendation:** Approve the proposed resolution.



Item 9 - File 39-93-1

1. This item is a hearing to consider transmitting two reports of the 1992-93 Civil Grand Jury of the City and County of San Francisco and the Board of Supervisors' comments regarding these reports to the Presiding Judge of the Superior Court who empaneled the Civil Grand Jury.

2. The two 1992-93 Civil Grand Jury Reports released on June 3, 1993, are entitled "Financial Disclosure Statement Form 730, Statement of Economic Interest," and "Consolidation of the San Francisco Redevelopment Agency, the San Francisco Housing Authority, the Mayor's Office of Housing, the Mayor's Office of Community Development, and the Mayor's Office of Economic Planning and Development."

3. The Civil Grand Jury's recommendation included in its report regarding Financial Disclosure Statement Form 730, Statement of Economic Interest, is as follows:

- The Board of Supervisors should amend, by ordinance, San Francisco Administrative Code, Chapter 58, to include aides to the members of the Board of Supervisors among those public officials required to file Form 730, Statement of Economic Interest.

4. The Civil Grand Jury's recommendations, included in its report regarding the Redevelopment Agency, the Housing Authority, the Mayor's Office of Housing, the Mayor's Office of Community Development, and the Mayor's Office of Economic Planning and Development, are as follows:

- The Board of Supervisors should assume the duties of the Housing and Redevelopment Commissions, as authorized by State law and charter provisions.
- The Board of Supervisors should create a Department of Community and Economic Development, responsible for all redevelopment, housing, economic, and community development activities, in accordance with State law and charter provisions.
- As the governing body of the Community and Economic Development Department, the Board of Supervisors should reduce the size of the present departments and agencies which would be consolidated.
- The Board of Supervisors should create a Community and Economic Development Advisory Committee, in accordance with State law and charter requirements.

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### Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury's reports to the Presiding Judge of the Superior Court who empaneled the Civil Grand Jury. A resolution to transmit the two Civil Grand Jury reports and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court must be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.

2. Each City agency or department affected by the Grand Jury Report was given an opportunity to respond to the Grand Jury's recommendations. These responses are in the file.

3. The Grand Jury Report does not include cost estimates for implementing these recommendations.

### Recommendation

Prepare in and report out a resolution to transmit the two Civil Grand Jury reports and the Board of Supervisors' comments to the Presiding Judge of the Superior Court who empaneled the Grand Jury.

Item 10 - File 51-93-2

1. The proposed resolution would authorize the reimbursement for the cost of personal property of City and County employees, which was damaged in the line of duty, during, April, May and June of 1993.

2. Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. Of the eight employee claims submitted, the Controller's Office has recommended that three claims be denied and five claims be paid. The total reimbursement amount for the five claims to be paid is \$894.87 (see Attachment).

**Comment**

The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, included in the 1993-94 budget.

**Recommendation**

Approve the proposed resolution.

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Date: August 2, 1993

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEES

<u>Department Claimant</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>	<u>Controllers Comments</u>
<u>Public Works</u>			
Lesley Stansfield	58.68	59.68	Allow. Auto window broken in course of employee job duties.
<u>Municipal Railway</u>			
Lloyd L. Hurlbert	60.26	-0-	Deny. Vandalism occurred on City property but not conclusive evidence that it is job related.
Michael Resch	155.98	-0-	Deny. Vandalism occurred on city property but not conclusive evidence that it is job related.
<u>Public Health</u>			
Elizabeth Foy	77.73	77.73	Approve. Damaged in course of job duties. Auto required for job.
William Conti	516.00	466.00	Approve as claimed except for personal recorder. Other items required for performance of job.
<u>Juvenile Probation</u>			
David Borghello	191.46	191.46	Approve. Vehicle parked on City property struck by City van.

's Office

e Choy	100.00	100.00	Approve. Damage to wearing apparel through no fault of employee.
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Ilnicki	416.76	-0-	Deny. Auto not required for performance of job duties.
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Item 11 - File 64-93-16

**Department:** Real Estate Department  
Department of Public Health (DPH)

**Item:** Resolution authorizing execution of a new lease of real property for the Child Health Initiative for Immigrant/Refugee Newcomers (CHIRN) Project.

**Location:** 680 Eighth Street, Suite 228

**Purpose of Lease:** The proposed space would be used as administrative offices for the CHIRN Project, a program established to reach out to identify and provide case management services to Spanish-speaking and Cantonese-speaking high risk newcomer children and families. The CHIRN Project is a new project that is privately funded by the Robert Woods Johnson Foundation.

**Lessor:** Sobel Building and Development Partners

**No. of Sq. Ft. and Cost per Month:** 650 net rentable square feet for \$990.00, or \$1.52 per square foot, per month, including gas, electricity, water, scavenger and janitorial service

**Annual Cost:** 12 months Rent @ \$990 per month for a total of \$11,880

**Source of Funds:** The lease would be funded by the three separate projects which share the office space. To date, only the Tobacco Control Prenatal Outreach Project has budgeted the annual rental payments for fiscal year 1993-94.

<u>Project</u>	<u>Annual Rent</u>
Tobacco Control Prenatal Outreach Project	\$5,400
CHIRN Project	1,080
Comprehensive Prenatal Outreach Project	<u>5,400</u>
Total	\$11,880

**Term of Lease:** June 1, 1993 through December 31, 1995, unless funds for rental payments are not appropriated in any fiscal year, at which time the City may terminate the lease with 90 days prior written notice to lessor.

**Description:** The proposed resolution would authorize the execution of a new lease between the City, as lessee, and the Sobel Building

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and Development Partners, as lessor, for office space located at 680 Eighth Street, Suite 228.

**Comments:**

1. Ms. Ludi Perez of the DPH reports that the 1993-94 budget for the CHIRN project does not contain a provision for rental payments.

Mr. Benny Tealer, of the DPH, advises that the Department has not received State certification for State grant funds for the Comprehensive Prenatal Outreach Project, a continuing State grant. Mr. Tealer, therefore, advises that since the Department has not received the State certification for the grant, the Department cannot now expend the \$5,400 for rental payments under the proposed lease. Mr. Tealer advises that he anticipates the State certification during September 1993.

Ms. Shirley Giang of the DPH reports that \$5,400 for rental payments for the proposed property have been included in the 1993-94 budget for the Tobacco Control Prenatal Outreach Project. Ms. Giang reports that the grant has been received and is being expended currently by the DPH.

2. Mr. Aissen reports that the CHIRN Project administrative offices now occupy the proposed space at 680 Eighth Street, Suite 228 under a month-to-month rental arrangement. Mr. Aissen advises that under Section 23.19 of the San Francisco Administrative Code, where, as here, the rental payment for property located within the City and County of San Francisco is \$1,000 or less per month, the Director of Property may execute a written lease on behalf of the City and County as lessee for a year-to-year or shorter tenancy. Mr. Aissen advises that the Director of Property executed this month-to-month lease as provided by this section of the Administrative Code. Ms. Giang reports that the Tobacco Control Prenatal Outreach Project is the source of funds for rental payments for the month-to-month arrangement (\$990 monthly rent). Ms. Giang reports that the Tobacco Control Prenatal Outreach Project will continue to pay rent under the month-to-month arrangement until the \$5,400 is exhausted. Ms. Giang advises that she anticipates funds to be available from the other two projects before the \$5,400 from the Tobacco Control Prenatal Outreach Project is exhausted.

3. Mr. Aissen reports that the proposed rental represents the fair market value for the subject space.

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- Recommendations:**
1. Amend the proposed resolution to provide for execution of the lease retroactively since the lease term commences June 1, 1993.
  2. Continue the proposed resolution pending State certification for the Comprehensive Prenatal Outreach Project, and specific funding identification for the CHIRN Project (see Comment No. 1 above).



Item 12 - File 64-93-17

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing execution of 1) a new lease of real property for the Department of Public Health, and 2) a Joint Use Agreement between the City and Physio Therapy Associates, Inc., a Tennessee Corporation for joint use of certain portions of the leasehold premises.

**Location:** 1380 Howard Street, Portion of Ground Floor, Warehouse and Loading Dock

**Purpose of Lease:** The DPH would use the area for loading dock purposes, and repair, maintenance and storage of computer equipment and supplies for the Management Information Systems (MIS) Division of the DPH.

**Lessors:** Robert J. and Vera Cort

**No. of Sq. Ft. and Cost per Month:** The proposed site contains approximately 3,398 square feet at a cost of 50¢ per square foot for 2,687 square feet, or \$1,343.50 (exclusive-use areas) and, 25¢ per square foot for 711 square feet, or \$177.75 (joint-use areas), for a total rent of \$1,521.25 per month.

**Annual Cost:** 12 months Rent @ \$1,521.25 per month for a total of \$18,255

**Source of Funds:** 25% San Francisco General Hospital (SFGH), 25% Community Mental Health Services (CMHS), 25% Central Administration (CA), 25% Laguna Honda Hospital (LHH), available through Work Order No. 83-01-01 733881 106. The monies, made available entirely from the General Fund, were included in the budget for each facility for fiscal year 1993-94.

**Utilities and Janitor Services Provided**

**By:** City is responsible for half of the costs of gas, electricity, scavenge and janitorial services in jointly-used areas and all of the costs of gas, electricity, scavenge and janitorial services in exclusively-used areas.

**Term of Lease:** Commencement upon the date of resolution approval through June 30, 1998, unless funds for rental payments are not appropriated in any fiscal year, at which time the City may terminate the lease within sixty days prior written notice to lessor.

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**Description:**

The proposed resolution would authorize the execution of a new lease for the subject area between the City, as lessee, and Robert J. and Vera Cort, husband and wife, lessors. Currently, the DPH uses 15,000 square feet of space on the third floor of the building at 1380 Howard Street for loading dock purposes, and repair, maintenance and storage of computer equipment and supplies. The proposed space contains approximately 3,398 square feet, consisting of 2,487 square feet of warehouse space and 911 square feet of area utilized as a loading dock, adjacent hallway and stairway. Of the total 3,398 square feet, approximately 2,687 square feet shall be used exclusively by the City and 711 square feet jointly used by the City and the adjacent tenant, Physio Therapy Associates, Inc. The City pays for 50 percent of the gas, electricity, scavenger and janitorial service charges incurred for the jointly-used area (Physio Therapy Associates pays for the other half), and the City pays for all of these charges for the exclusive use area. Rent shall be increased 4 percent per year commencing July 1, 1994.

**Comments:**

1. Ms. Nonie Cardona, of the DPH, reports that funds would be made available through the Department's workorder funds. Ms. Cardona further advises that the DPH's MIS Division recovers monies from the budgets of the four facilities it serves: SFGH, CMHS, CA and LHH. The source of funds for these facilities is the City's General Fund.
2. Mr. Phil Aissen, of the Real Estate Department, reports that the proposed rent represents the fair market value for the proposed space.
3. Ms. Cardona advises that the Department needs the new space because the existing space on the third floor of the building reserved for the repair, maintenance and storage of computer equipment inadequately accommodates these activities. Mr. Aissen of the Real Estate Department concurs that the Department needs 18,398 square feet (3,398 square feet of proposed space plus 15,000 square feet of existing space) to adequately perform its MIS activities.

**Recommendation:** Approve the proposed resolution.



Item 13 - File 64-93-19

**Departments:** Real Estate Department  
Department of Public (DPH)

**Item:** Resolution authorizing the extension of 15 leases and the execution of one lease renewal (Lease No. 5 - 2001 Van Ness Avenue and 1700 Jackson Street) of real property required by the Department of Public Health and providing that the term of said leases will be retroactive to July 1, 1993. A lease renewal is negotiated when a lease has expired and a lease extension represents the exercise of an option to extend the lease.

Each of the proposed leases is summarized below:

- (1) **Location:** 759 South Van Ness Avenue (entire second floor)
- Purpose of Lease:** Children's' Outpatient Mental Health Clinic (CMHS)
- Lessor:** AIM Two
- No. of Sq. Ft. and Cost/Month:** 6,445 sq. ft. @ \$0.83/sq. ft./mo. = \$5,349.19 rent/month
- Annual Cost:** \$64,190
- % Increase over 1992-93:** None
- Utilities and Janitor Provided by Lessor:** Janitorial Only
- Term of Lease:** July 1, 1993 - June 30, 1994
- Right of Renewal:** 4 one-year option periods remain
- Source of Funds:** 55% State funds and 45% General Fund

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- (2) **Location:** 615 Grant Avenue (third floor)
- Purpose of Lease:** Chinatown Child Development Center Outpatient Mental Health Clinic (CMHS)
- Lessor:** Patrick Leung and Esther Leung
- No. of Sq. Ft. and**

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**Cost/Month:** 3,815 sq. ft. @ \$1.09/sq. ft./mo. = \$4,177.23 rent/month

**Annual Cost:** \$50,127

**% Increase over  
1992-93:** None

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** Month-to-month commencing July 1, 1993.

**Right of Renewal:** DPH has opted for a month-to-month lease because the Department is seeking a new site in order to consolidate clinic services

**Source of Funds:** 55% State funds and 45% General Fund

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(3) **Location:** 615 Grant Avenue (entire fifth floor)

**Purpose of Lease:** Chinatown Child Development Center (CMHS)

**Lessor:** Sinclair Louie, May C. Louie and 718 California Street Corp.

**No. of Sq. Ft. and  
Cost/Month:** 4,100 sq. ft. @ \$1.43/sq. ft./mo. = \$5,860 rent/month

**Annual Cost:** \$70,320

**% Increase over  
1992-93:** 6%

**Utilities and Janitor  
Provided by Lessor:** No

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** No options remain after 1993-94.

**Source of Funds:** 55% State funds and 45% General Fund

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- (4) **Location:** 298 Monterey Boulevard
- Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)
- Lessor:** John W. Powell and Sylvia C. Powell
- No. of Sq. Ft. and Cost/Month:** 4,025 sq. ft. @ \$0.65/sq. ft./mo. = \$2,610.89 rent/month
- Annual Cost:** \$31,331
- % Increase over 1992-93:** None
- Utilities and Janitor Provided by Lessor:** Janitorial only
- Term of Lease:** July 1, 1993 to June 30, 1994
- Right of Renewal:** No options remain after 1993-94.
- Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

- (5) **Location:** 2001 Van Ness Avenue (entire third floor) and 1700 Jackson Street
- Purpose of Lease:** Special Problems Clinic (CMHS)
- Lessor:** Asadoor O. Astorian and Josyane L. Astorian
- No. of Sq. Ft. and Cost/Month:** 9,718 sq. ft. @ \$1.25/sq. ft./mo. = \$12,147.50 rent/month for FY 1993-94
- Annual Cost:** \$145,770
- % Decrease over 1992-93:** 48%
- Utilities and Janitor Provided by Lessor:** No
- Term of Lease:** July 1, 1993 to June 30, 1998 (five years)

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**Right of Renewal:** Option to extend the term for five years commencing July 1, 1998.

**Source of Funds:** 55% State funds and 45% General Fund

**Comments:** Mr. Phil Aissen of the Real Estate Department reports that the monthly rental amount was reduced 48 percent, from \$23,434.78 per month to \$12,147.50 per month, to reflect the current fair market rental value of the property, based on the Real Estate Department's reassessment of the property's value.

Mr. Aissen advises that under the terms of this proposed lease, the monthly rental would remain the same for FY 1994-95 and thereafter would increase by 4 percent annually until the lease expires on June 30, 1998.

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6) **Location:** 3901 and 3905 Mission Street, 200 and 200- 226 College Avenue

**Purpose of Lease:** Geriatric Outpatient Mental Health Clinic (CMHS)

**Lessor:** Giovacchino Diodati and Armando Diodati

**No. of Sq. Ft. and Cost/Month:** 2,570 sq. ft.. @ \$1.15/sq. ft./mo. = \$2,956.70 rent/month

**Annual Cost:** \$35,480

**% Increase over 1992-93:** 2%

**Utilities and Janitor Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 1 one-year option period remains

**Source of Funds:** 55% State funds and 45% General Fund

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- (7) **Location:** 3911 Mission Street (ground floor)
- Purpose of Lease:** Geriatric Outpatient Mental Health Clinic (CMHS)
- Lessor:** Giovacchino Diodati and Armando Diodati
- No. of Sq. Ft. and Cost/Month:** 1,500 sq. ft. @ \$1.10/sq. ft./mo. = \$1,646.32 base rent/month
- Annual Cost:** \$19,756
- % Increase over 1992-93:** 2%
- Utilities and Janitor Provided by Lessor:** Janitorial and water
- Term of Lease:** July 1, 1993 to June 30, 1994
- Right of Renewal:** 1 one-year option period remains
- Source of Funds:** 55% State funds and 45% General Fund

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- (8) **Location:** 755 - 61 South Van Ness Avenue
- Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)
- Lessor:** AIM Two
- No. of Sq. Ft. and Cost/Month:** 7,101 sq. ft. @ \$0.76/sq. ft./mo. = \$5,411 rent/month
- Annual Cost:** \$64,932
- % Increase over 1992-93:** None
- Utilities and Janitor Provided by Lessor:** No
- Term of Lease:** Month-to-month commencing July 1, 1993

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**Right of Renewal:** DPH has opted for a month-to-month lease because the Department is seeking a new site in order to consolidate clinic services.

**Source of Funds:** 55% State funds and 45% General Funds

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(9) **Location:** 615 Grant Avenue (entire fourth floor)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** Patrick and Esther Leung

**No. of Sq. Ft. and Cost/Month:** 4,165 sq. ft. @ \$0.98/sq. ft./mo. = \$4,067.12 rent/month

**Annual Cost:** \$48,805

**% Increase over 1992-93:** None

**Utilities and Janitor Provided by Lessor:** No

**Term of Lease:** Month-to-month commencing July 1, 1993

**Right of Renewal:** DPH has opted for a month-to-month lease because the Department is seeking a new site in order to consolidate clinic services.

**Source of Funds:** 55% State funds and 45% General Fund

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(10) **Location:** 471 Jessie Street (ground floor)

**Purpose of Lease:** Substitute Payee Program (CMHS and Public Administrator/Guardian, DPH will continue to pay the rent)

**Lessor:** Susan McAllister Moxon

**No. of Sq. Ft. and Cost/Month:** 1,500 sq. ft. @ \$1.15/sq. ft./mo. = \$1,722.60 rent/month

**Annual Cost:** \$20,671

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**% Increase over  
1992-93:** None

**Utilities and Janitor  
Provided by Lessor:** Janitorial only.

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 2 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

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(11) **Location:** 471 Jessie Street (second and third floors)

**Purpose of Lease:** Outpatient Mental Health Clinic(CMHS)

**Lessor:** Susan McAllister Moxon

**No. of Sq. Ft. and  
Cost/Month:** 2,824 sq. ft. @ \$1.02/sq. ft./mo. = \$2,880.90 rent/month

**Annual Cost:** \$34,571

**% Increase over  
1992-93:** None

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 2 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(12) **Location:** 4190 - Mission Street (ground floor)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** Servidores De Jesus, Inc.

**No. of Sq. Ft. and  
Cost/Month:** 3,600 sq. ft. @ \$0.90/sq. ft./mo. = \$3,236.68 rent/month

**Annual Cost:** \$38,840

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**% Increase over  
1992-93:** 4.3%

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 2 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

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(13) **Location:** 111 Potrero Avenue (entire building)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** 111 Potrero Partnership

**No. of Sq. Ft. and  
Cost/Month:** 6,000 sq. ft. @ \$0.90/sq. ft./mo. = \$5,380 rent/month

**Annual Cost:** \$64,560

**% Increase over  
1992-93:** 3.5%

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 3 one-year option periods

**Source of Funds:** 55% State funds and 45% General Fund

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(14) **Location:** 1548 Stockton Street (entire building)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** Eugene Y.C. and Anita Tak Hing Choi

**No. of Sq. Ft. and  
Cost/Month:** 4,503 sq. ft. @ \$1.50/sq. ft./mo. = \$6,734 rent/month

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**Annual Cost:** \$80,808

**% Increase over  
1992-93:** None

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** Month-to-month basis commencing July 1, 1993

**Right of Renewal:** DPH has opted for a month-to-month lease because the Department is seeking a new site in order to consolidate clinic services.

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(15) **Location:** 615 Grant Avenue (entire second floor)

**Purpose of Lease:** Chinatown Child Development Center Outpatient Mental Health Clinic (CMHS)

**Lessor:** Patrick Leung and Esther Leung

**No. of Sq. Ft. and  
Cost/Month:** 3,815 sq. ft. @ \$1.07/sq. ft./mo. = \$4,094.72 rent/month

**Annual Cost:** \$49,137

**% Increase over  
1992-93:** None

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 2 one-year options remain.

**Source of Funds:** 55% State funds and 45% General Fund

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(16) **Location:** 446 Randolph Street

**Purpose of Lease:** DPH Wellness Center

**Lessor:** John William Powell and Sylvia Cambell Powell

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**No. of Sq. Ft. and  
Cost/Month:** 368 sq. ft. @ \$1.57/sq. ft./mo. = \$579 rent/month

**Annual Cost:** \$6,948

**% Increase over  
1992-93:** 5%

**Utilities and Janitor  
Provided by Lessor:** yes

**Term of Lease:** July 1, 1993 to June 30, 1994

**Right of Renewal:** 1 one-year option remains

**Source of Funds:** 55 percent State funds and 45 percent General Fund

**Comments:** 1. The Real Estate Department reports that the proposed rents reflect the fair market value for the properties.

2. Mr. Aissen reports that a site, located at 731 Filbert Street, has been tentatively identified to accommodate the planned consolidation of clinic services currently being provided at 615 Grant Ave (Lease No. (2) - third floor and Lease No. (9) - fourth floor) and 1548 Stockton Street (Lease No. (14) ). Mr. Aissen was unable to provide a specific timetable as to when a lease agreement for this space would be finalized. Mr. Aissen stated that no site has yet been identified to house the planned consolidation of clinic services currently located at 755 - 61 South Van Ness Avenue (Lease No. 8).

3. Funding for these proposed leases has been included in the DPH's FY 1993-94 budget.

4. As noted above, the proposed lease renewal and lease extensions have an effective date of July 1, 1993. As such, the proposed resolution provides for these leases to be entered into retroactively.

**Recommendation:** Approve the proposed resolution.

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Item 14 - File 64-93-21

**Department:** Real Estate  
Public Library

**Item:** Resolution authorizing the extension of three existing leases of real property for the San Francisco Public Library.

**Locations:** 2434 San Bruno Avenue (Portola Branch Library)  
111 Broad Street (Oceanview Branch Library)  
45 Leland Avenue (Visitacion Valley Branch Library)

**Purpose of Leases:** All three locations would be used for Public Library Branch services.

**Lessor:** Adeline Gill, et al-- 2434 San Bruno Avenue  
Stratigos Real Properties, Inc.-- 111 Broad Street  
Kenneth Chung, et al-- 45 Leland Avenue

**No. of Sq. Ft. and Cost per Month:** 1,735 sq. ft. at 2434 San Bruno Avenue (\$1,148.36 per month, \$0.66 per sq. ft.); 1,370 sq. ft. at 111 Broad Street (\$680.68 per month, \$0.50 per sq. ft.); and 2,300 sq. ft. at 45 Leland Avenue (\$1,732.93 per month, \$0.75 per sq. ft.)

**Annual Cost:** 2434 San Bruno Avenue--Portola Branch Library \$13,780.32  
111 Broad Street--Oceanview Branch Library 8,168.16  
45 Leland Avenue--Visitacion Valley Branch Library 20,795.16

**% Increase Over 1992-93:** The proposed rental payments for all three existing leases represent a 5% increase over last year's rental payments.

**Utilities and Janitor Services Provided by Lessor:** None. The City would be responsible for all utilities and services for all three existing leases.

**Term of Leases:** The term for all three existing leases is July 1, 1993 through December 30, 1993 (six months).

**Right of Renewal:** No

**Source of Funds:** All three existing leases have been appropriated funds in the 1993-94 budget from the General Fund for the first six months. The total appropriated amount for six months, for all three existing leases, is \$21,371.82.

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**Comments:**

1. The Board of Supervisors approved budget for FY 1993-94 included a Library Restoration Reserve of \$4,000,000 to restore services at Branch Libraries for the last six months of the fiscal year. According to Ms. Seema Grover of the Public Library, the Department anticipates requesting a supplemental appropriation from this Reserve to fund the last six months in fiscal year 1993-94 for these three existing library leases.

2. As previously noted, the funding for the first six months of all three existing leases has been included in the Public Library's budget for 1993-94.

3. The space for the Portola Branch Library at 2434 San Bruno Avenue has been leased by the City for 13 years. The space for the Oceanview Branch Library at 111 Broad Street and the space for the Visitacion Valley Branch Library at 45 Leland Avenue have been leased by the City for 47 years.

4. According to Ms. Claudine Venegas of the Real Estate Department, the proposed rents, which include a five percent increase, represent the fair market value for the properties.

5. The term of all three existing leases began July 1, 1993; therefore, the proposed resolution should provide for the Department to enter into these leases retroactively.

**Recommendation:** Amend the proposed resolution to authorize the Public Library to enter into the proposed leases retroactively, and approve the proposed resolution as amended.



Item 15 -File 64-93-22

**Departments:** Real Estate Department  
Department of Public Health (DPH)  
Sheriff's Department  
Public Utilities Commission (PUC)  
District Attorney  
Department of Public Works (DPW)

**Item:** Resolution authorizing renewals and extensions of six existing leases of real property required for the Department of Public Health, Sheriff, Public Utilities Commission, Department of Public Works and District Attorney.

**Locations:**

1. 2335-39 Ocean Avenue (DPH)
2. 444 - 6th Street (DPH and Sheriff)
3. 100 McAllister Street, Rooms 404, 405, 406 (PUC)
4. 100 McAllister Street, Rooms 401, 402, 403 (PUC)
5. 732 Brannan Street, Second Floor (District Attorney)
6. 1170 Market Street, Seventh Floor (DPW)

**Purpose of  
Leases:**

1. Outpatient Mental Health Clinic (2335-39 Ocean Avenue)
2. Community Substance Abuse Services (Harriet Street Center)/Prisoner's Services Program (444 - 6th Street)
3. PUC's Office of Safety and Health and PUC's Manager of the Bureau of Claims and Contracts (100 McAllister Street, Rooms 404, 405, 406)
4. PUC's Bureau of Energy Conservation (100 McAllister Street, Rooms 401, 402, 403)
5. District Attorney's Consumer Fraud and Special Prosecution Units (732 Brannan Street, 2nd Floor)
6. DPW's Personnel and Computer Services Division (1170 Market Street, 7th Floor)

**Lessor:**

1. Beverly M. Pelton (2335-39 Ocean Avenue)
2. Bramival Company (444 - 6th Street)

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3. University of California, Hastings College of the Law (100 McAllister Street, Rooms 404, 405, 406)
4. University of California, Hastings College of the Law (100 McAllister Street, Rooms 401, 402, 403)
5. First California Investments, a California Partnership, (732 Brannan Street, 2nd Floor)
6. Pacific Gas and Electric Company--sublessor (1170 Market Street, 7th Floor)

**No. of Sq. Ft. and  
Cost Per Month:**

1. 2335-2339 Ocean Avenue (3,954 square feet, \$2,872.42 per month, \$0.73 per square foot)
2. 444 - 6th Street (5,156 square feet, \$4,356 per month, \$0.84 per square foot)
3. 100 McAllister Street, Rooms 404, 405, 406 (1,061 square feet, \$1,268.75 per month, \$1.20 per square foot)
4. 100 McAllister Street, Rooms 401, 402, 403 (1,276 square feet, \$1,531.20 per month, \$1.20 per square foot)
5. 732 Brannan Street, 2nd Floor (8,000 square feet, \$10,083 per month, \$1.26 per square foot)
6. 1170 Market Street, 7th Floor (4,966 square feet, \$5,780.75 per month, \$1.16 per square foot)

**Annual Cost:**

1. 2335-39 Ocean Avenue-- \$34,469.04 plus \$1,642.44 for Americans with Disabilities Act (ADA) improvements; total annual cost \$36,111.48 (see Comment #1).
2. 444 - 6th Street-- \$26,136 for the Sheriff's Department, \$2,178 for one month for the DPH (see Comment #2)
3. 100 McAllister Street, Rooms 404, 405, 406-- \$15,225
4. 100 McAllister Street, Rooms 401, 402, 403-- \$18,374.40
5. 732 Brannan Street, 2nd Floor-- \$120,996
6. 1170 Market Street, 7th Floor-- \$69,369

**% Increase**

**Over 1992-93:**

1. 2335-39 Ocean Avenue-- no increase
2. 444 6th Street-- 4%
3. 100 McAllister Street, Rooms 404, 405, 406-- no increase
4. 100 McAllister Street, Rooms 401, 402, 403-- (-13.8%) see Comment #5
5. 732 Brannan Street, 2nd Floor-- no increase
6. 1170 Market Street, 7th Floor-- no increase

**Utilities and Janitor**

**Services Provided by**

**Lessor:**

1. At 2335-39 Ocean Avenue, the owner pays janitorial; the City is responsible for all other utilities.
2. At 444 - 6th Street, janitorial service is included in the rent; the City pays for all other utilities.
3. At 100 McAllister Street, Rooms 404, 405, 406, the lessor provides gas, electricity, water, scavenger, and janitorial service.
4. At 100 McAllister Street, Rooms 401, 402, 403, the lessor provides gas, electricity, water, scavenger, and janitorial service.
5. At 732 Brannan Street, 2nd Floor, the lessor pays for janitorial services; the City pays for all other utilities.
6. At 1170 Market Street, 7th Floor, the sublessor pays for all utilities and janitorial services.

**Term of Leases:**

1. 2335-39 Ocean Avenue-- five year term, commencing July 1, 1993 and ending June 30, 1994. The City has leased this space for 20 years.
2. 444 - 6th Street-- lease term is on a month-to-month basis. The City has leased this space for 21 years (see Comment #2)
3. 100 McAllister Street, Rooms 404, 405, 406-- July 1, 1993 through June 30, 1994, on a month-to-month basis, not to exceed twelve months (see Comment #6). The City has leased this space for 3 years.

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4. 100 McAllister Street, Rooms 401, 402, 403-- the lease term has been established on a month-to-month basis, beginning July 1, 1993, for an undetermined period, pending the PUC Bureau of Energy Conservation's possible consolidation with the PUC Utilities Engineering Bureau at 1155 Market Street. The City has leased this space for 5 years.

5. 732 Brannan Street, 2nd Floor-- July 1, 1993 through June 30, 1994, on a month-to-month basis, not to exceed twelve months (see Comment #7). The City has leased this space for 9 years.

6. 1170 Market Street, 7th Floor-- July 1, 1993 through June 30, 1994. The City has leased this space for 3 years.

**Right of Renewal:** 1. At 2335-39 Ocean Avenue, all renewal options have expired.

2. At 444 - 6th Street, all renewal options have expired.

3. At 100 McAllister Street, Rooms 404, 405, all renewal options have expired.

4. At 100 McAllister Street, Rooms 401, 402, 403, all renewal options have expired.

5. At 732 Brannan Street, 2nd Floor, there are no renewal options.

6. At 1170 Market Street, 7th Floor, there is one renewal option remaining.

**Source of Funds:** 1. 2335-39 Ocean Avenue; DPH Outpatient Mental Health Clinic-- \$36,111.48 General Fund.

2. 444 - 6th Street; Sheriff's Department Prisoner Services Program-- \$26,136 General Fund; DPH Substance Abuse Services (Harriet Street Center)--\$2,178 General Fund

3. 100 McAllister Street, Rooms 404, 405, 406; PUC's Office of Safety and Health, and for the Manager, Bureau of Claims and Contracts-- \$15,255 Municipal Railway, Hetch Hetchy, and Water Department funds.

4. 100 McAllister Street, Rooms 401, 402, 403; PUC's Utilities Engineering Bureau-- \$18,374.40 Municipal Railway, Hetch Hetchy, and Water Department funds.

5. 732 Brannan Street, 2nd Floor; District Attorney's Consumer Fraud and Special Prosecution Units-- \$120,996 General Fund (see Comment #7).

6. 1170 Market Street, 7th Floor; Personnel and Computer Services Division of the DPW-- \$69,369 General Fund.

**Comments:**

1. The Lessor of 2335-39 Ocean Avenue, must contract for certain improvements to render the premises in compliance with the Americans with Disabilities Act (ADA) disabled requirements. Such requirements include creating a restroom which is wheelchair accessible, installing lever hardware on all doors, and installing striping on stair treads. The total cost of said work is estimated at \$13,500. The Lessor has agreed to bear 50% of the cost, with the City reimbursing the Lessor for the remaining 50% (\$6,750) by fully amortizing this amount over the term of the Lease in equal monthly installments of \$136.87 (including interest of 8% per annum on the unpaid balance), in addition to the monthly rent of \$2,872.42, for a total monthly rent of \$3,009.29.

2. Half the leasehold premises at 444 - 6th Street are occupied by the DPH Substance Abuse Services (Harriet Street Center), and the other half by the Sheriff Department's Prisoner Services Program. The DPH vacated its one-half of the premises on August 1, 1993 due to budgetary cutbacks; therefore, the Department has only been appropriated funds for the month of July. The Lessor has allowed the Sheriff's Department to continue occupying its one-half of the premises on a month-to-month basis, until further notice, at 50 percent of the total rental cost, or \$2,178 per month.

3. The funding for each of the six leases, has been included in each Department's budget for FY 1993-94,

4. According to Mr. Philip Aissen of the Real Estate Department, the proposed rents represent the fair market value for all of the properties.

5. The monthly rent in the renewal lease at 100 McAllister Street, Rooms 401, 402, 403 represents a 13.8% decrease. The prior lease for this property included automatic escalations; therefore, when this lease expired, the Real Estate Department was able to negotiate a lower monthly rent of \$1.20 per square foot due to the elimination of these automatic escalations. This price per square foot is now comparable to 100 McAllister Street, Rooms 404, 405, 406, which does not include automatic escalations.

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6. The lease at 100 McAllister Street, Rooms 404, 405, 406 has been established on a month-to-month basis because the PUC is currently considering consolidating its operations, and the proposed month to month lease allows the Department the flexibility to do so.

7. The lease at 732 Brannan Street, 2nd Floor, has been established on a month-to-month basis because this location is not wheelchair accessible. Therefore, the District Attorney's Office is currently investigating other sites that are wheelchair accessible for its Consumer Fraud and Special Prosecution Units .

8. The term of all six existing leases began July 1, 1993; therefore, the proposed resolution should provide for the Departments to enter into the leases retroactively.

**Recommendation:** Amend the proposed resolution to authorize the Departments to enter into the proposed leases retroactively, and approve the proposed resolution as amended.



Memo to Government Efficiency and Labor Committee  
August 18, 1993 Government Efficiency and Labor Committee Meeting

Item 16 - File - 89-93-7

**Departments:** Office of the Mayor's Employee Relations Division  
San Francisco Port

**Item:** Resolution authorizing enrollment of Classification 6141 Manager, Health and Safety in the State Disability Insurance Program.

**Description:** The proposed resolution would authorize enrollment of the sole incumbent in Classification 6141 Manager, Health and Safety in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City because the Controller's payroll/personnel system is already programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

**Comment:** The Employee Relations Division (ERD) reports that a signed petition has been received from the sole incumbent in Classification 6141 Manager, Health and Safety at the Port. This classification is not represented by a bargaining unit.

**Recommendation:** Approve the proposed resolution.

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Item 18 - File 172-93-29

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to execute a hold harmless agreement with the State Department of Social Services (SDSS) for the State pass-through of a wage supplement to selected individual providers of In-Home Supportive Services (IHSS) for the period of August 1, 1993 through September 30, 1993, for the purposes of assuring cultural, ethnic, and language oriented services through community based organizations.

**Description:** The DSS reports that under State realignment, the City received approximately \$29.2 million in revenues for IHSS services for fiscal year 1993-94. The \$29.2 million plus \$8.5 million in General Fund monies for the City's share of IHSS costs would bring the total available for IHSS services for the City to approximately \$37.7 million for fiscal year 1993-94. IHSS services include domestic care, non-medical personal care and protective supervision services provided for the purpose of delaying or preventing out-of-home placement of the aged, blind or disabled. Such services enable IHSS clients to remain in or return to their homes and thus avoid inappropriate institutionalization.

The DSS advises that the City purchases IHSS services for clients under the following three service models (1) the DSS contracts with National Homecare to provide services to clients who are not capable of hiring and supervising their own providers, (2) clients find and supervise their own individual providers (these providers submit time sheets to the State through the City and the State makes payments directly to the providers), and (3) the DSS contracts with a consortium of non-profit providers who possess special qualifications with respect to language and ethnic cultures. Providers with language and ethnic culture qualifications receive a \$1.00 per hour wage supplement in addition to their basic wage. In addition, the DSS is currently formulating a fourth service model (the Registry model). Under this model, the DSS would contract with a consortium of community groups who would recruit, train, and supervise care providers, and match them with IHSS clients.

Under the first two service models noted above, the State pays 65 percent of the provider's wage costs and the City pays 35 percent. Under the third service model, the State pays 65 percent of the basic wage costs and the City pays 35 percent of the basic wage costs; additionally, the City is responsible for

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the full \$1.00 per hour payment supplemental, which is transferred to the State. Ms. Sally Kipper of the DSS advises that although the City is responsible for the payment of the \$1.00 per hour supplemental, the State has been allowing the City to cover the supplement through unexpended IHSS program funds. The unexpended IHSS program funds results from the fourth model (the Registry model) which has been allocated General Fund monies, but has not yet been approved by the State; therefore, the State is allowing the City to use these monies to cover the \$1.00 supplement. Ms. Kipper estimates that the total unexpended money will amount to \$59,000, if the Registry model is not approved by January 1994. Thus, there is currently no increased cost to the City to provide the additional \$1.00 supplemental payment.

The DSS entered into a Memorandum of Understanding (MOU) with the SDSS in June, 1991 to insure that the pass-through of the \$1.00 per hour City-funded supplement to selected individual providers is properly tracked and monitored through the SDSS' Case Management Information and Payroll System (CMIPS). The DSS is now proposing to enter into a modified MOU agreement which extends the agreement period from August 1, 1993 through September 30, 1993 and authorizes \$20,000 for the \$1.00 supplement for this period, or until the monies are expended. The DSS proposes to extend the modified MOU agreement because the previous modified MOU agreement expired as of July 31, 1993.

The modified MOU, as did the original MOU, contains a hold harmless agreement. The proposed agreement, extended for three months, would provide that the SDSS be held harmless by the City for losses from injury, including death, to any person or damages to any property, arising out of the DSS's activities under the MOU or its contract with IHSS.

**Comments:**

1. Ms. Virginia Elizondo reports that the proposed hold harmless agreement has been reviewed and approved as to form. Additionally, the proposed hold harmless agreement is identical to the hold harmless provision contained in the original MOU agreement between the City and the SDSS, which was previously approved by the Board of Supervisors. Therefore, the Budget Analyst recommends approval of the extended agreement.

2. As noted above, the proposed resolution would be effective August 1, 1993. As such, the proposed resolution should be amended to authorize the DSS to enter into the hold harmless agreement retroactively.

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**Recommendation:** Amend the proposed resolution to authorize the DSS to enter into the hold harmless agreement retroactively, and approve the proposed resolution as amended.

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Item 19 - File 125-93-1

**Note:** This item was continued at the August 4, 1993, Government Efficiency and Labor Committee Meetings. This report is based on amendments to the originally proposed legislation, dated July 30, 1993, and August 3, 1993.

**Item:** Ordinance amending the San Francisco Housing Code by amending Section 204 to establish citation authority for enforcement of the Housing Code.

**Description:** In April of 1993, the Board of Supervisors approved a number of resolutions and ordinances concerning the enforcement of the City's Housing Code, particularly as it pertains to substandard housing and hotels where General Assistance (GA) recipients and homeless persons are placed by the Department of Social Services. The proposed ordinance was heard with those previously approved ordinances and resolutions, but was continued pending the incorporation of certain amendments.

The proposed ordinance would amend the Housing Code to establish citation authority for enforcement of the Housing Code. The following significant changes would be established:

1. Extends "public officer" status to all employees of the Department of Public Works who are authorized by the Housing Inspection Division of BBI to conduct on-site inspections. Such public officers would have the authority to make arrests without warrants whenever reasonable cause exists that a violation of the Housing Code has taken place in their presence, provided that no such arrest would be made until the time period for compliance stated in the initial notice of the violation has expired;
2. Provides that any person violating any provision of the Housing Code other than Sections 701 (a), (b), or (c), which cover minimum heating requirements, shall be guilty of an infraction and that a citation may be issued based upon the discretion of the inspector who observed the violation. The penalty for infraction convictions, prosecuted by the District Attorney, shall be not less than \$250 or more than \$500, no part of which may be suspended;
3. Provides that only violations of Sections 701 (a), (b), or (c), which as previously stated cover minimum heating requirements, may be charged as a misdemeanor. The

penalty upon conviction thereof would be a fine of not less than \$500 or more than \$1,000 or imprisonment in the county jail not to exceed six months, or both such fine and imprisonment, no part of which may be suspended;

4. Provides that public officers may issue an infraction citation without prosecution by the District Attorney. These infraction citations would be issued upon failure of an owner or operator to comply with a notice of violation and that the penalty by fine for such infraction shall not exceed \$100 for the initial non-compliance, \$200 for the second non-compliance of the same section of the Housing Code within one year of the issuance of the first notice of violation, and \$500 for each additional occurrence of non-compliance with the same section of the Housing Code within one year of the issuance of the first notice of violation. Also, provides that the maximum fine per building under the foregoing shall not exceed \$5,000;
5. Provides for civil penalty for violations of the Housing Code of \$500 for each day such violation is committed or permitted to continue. Previously, such civil penalty provisions were applicable only to minimum heating requirements;
6. Provides that each annual report of the Bureau of Building Inspection transmitted by the Director of Public Works to the Board of Supervisors contain a statistical report detailing the number and type of citations issued during the previous year.
7. Provides that up to 25 percent of the monies collected pursuant to the proposed penalties, other than monies mandated by State law to be appropriated for specific uses, be deposited directly into the Bureau of Building Inspection Special Fund.

**Comments:**

1. Ms. Ilene Dick of the City Attorney's Office reports that the provisions of paragraph two above, which concern prosecution by the District Attorney for infractions of the Housing Code, are intended to be used for aggravated violation cases. Ms. Dick reports that the intent is that in most instances of Housing Code violations, the provisions cited in paragraph four above, which involve the issuance of a citation and paying a fine without prosecution by the District Attorney, would be used, subject to the discretionary authority of the public officer observing the violation.

2. The comments of the Director of Public Works on the proposed amended legislation are attached to this report (Attachment). The Director has stated that after reviewing the citation process with the District Attorney and the City Attorney, "we do not believe that the legislation will improve the code enforcement process." The Director has provided his rationale for the foregoing conclusion, summarized as follows:

- a. The proposed citation process is cumbersome and would duplicate existing processes;
- b. The proposed citation process is not cost effective;
- c. The existing process already allows full cost recovery for abatement actions.

The Director of Public Works has concluded his observations on the proposed legislation by stating that "We believe that the criminal process, with its built in safeguards, is too cumbersome to be used for abatement of housing defects. If the citation process ever becomes as simple as writing a parking ticket, we would be pleased to revisit this issue."

**Recommendation:** Approval of the proposed ordinance is a policy decision for the Board of Supervisors.

## Department of Public Works



## Office of The Director

John E. Cribbs  
Director

August 13, 1993

Proposed Amendment to Section 204  
of the San Francisco Housing CodeTHROUGH: Mr. Rudolf Nothenberg  
Chief Administrative OfficerBoard of Supervisors  
City and County of San Francisco  
Room 235, City Hall  
San Francisco, CA 94102Attention: Mr. John L. Taylor  
Clerk of the Board

Dear Members of the Board:

Legislation pending before the Board of Supervisors (File 125-93-1) proposes to amend the San Francisco Housing Code to provide citation authority, on a discretionary basis, for violations of the entire Housing Code.

We have reviewed the citation process with the District Attorney and the City Attorney. As a result of our discussions, we do not believe that this legislation will improve the code enforcement process. Our reasons are as follows:

1. The proposed citation process is cumbersome and would duplicate existing processes. Currently, an inspector issues two notices to a property owner for code violations and then refers the violation to a Superintendent's hearing. Mailing of notices is allowed. If the property owner refuses to abate the violation, the matter is referred to a Director's hearing and then to the City Attorney for legal action. The Department is allowed to recover costs incurred during abatement.

Under the proposed legislation, the following additional steps would be required:

- Determine who the responsible person is.

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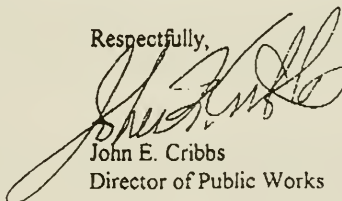
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Dept.		Phone #	554 - 5800
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Board of Supervisors  
August 13, 1993  
Page - 2 -

- Serve the citation on the responsible person personally.
  - Obtain identification from the person being cited.
  - Document who was cited through fingerprinting, photograph or other legal proof.
  - Prepare an incident report for the District Attorney.
  - Work with the District Attorney on pre-trial documentation and preparation.
  - Appear in court to testify.
2. The proposed citation process is not cost effective. The extra steps described above would cost more money than would be recovered in fines, especially since by State law, less than 25% of fines would be returned to the housing program.
3. The existing process already allow full cost recovery for abatement actions. In the last three months, the Department of Public Works has greatly increased its code enforcement efforts. The number of cases heard at Director's Hearings has increased from 59 in March, to 164 in July. Sixteen cases were referred to the City Attorney in July. The backlog of abatement actions is being reduced.

We believe that the criminal process, with its built in safeguards, is too cumbersome to be used for abatement of housing defects. If the citation process ever become as simple as writing a parking ticket, we would be pleased to revisit this issue.

Respectfully,



John E. Cribbs  
Director of Public Works





Item 20 - File 176-93-5

**Item:** Request for a hearing to consider the current dispute between the Emporium and its employees, represented by United Food Commercial Workers Union Local 101, and its potential impact on San Francisco and its economy.

**Description:** The current dispute between the management of Carter Hawley Hale (CHH), the owner of Emporium, and the employees, represented by United Food Commercial Workers Union Local 101, concerns the labor agreement for the upcoming year.

The predominant issues in the dispute are as follows:

- Premium, Overtime, Holiday, and Sick Pay  
Management has proposed reductions in these areas, while the Union seeks to increase premium practices.
- Union security  
Management is seeking to require that the Union be responsible for the collection of dues and running its own affairs, while the Union is seeking to have Management do much of its record keeping and dues collection for the Union. Management has proposed that employees should not be required to pay Union dues, which the Union opposes.
- Productivity  
The management of CHH would like to implement productivity goals, equivalent to those in place at all CHH store locations, in order to improve productivity. The Union believes that such standards would be arbitrary.
- Attendance  
Management would like to implement attendance standards equivalent to those standards agreed to by the Union at Macy's, to which the Union is opposed.
- Scheduling  
Management would like to retain the right to change schedules during the Christmas season without notice. Mr. Doug Muir, the Chief Negotiator for CHH, advises that this would not result in any loss of hours for regular employees and would allow the Emporium to have the same flexibility at Christmas that its other stores and competitors have. The Union believes that this change would, in effect, require employees to be "on call" during this season, which is unfair to employees.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

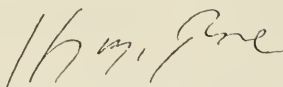
- Grievance Procedure

Management is seeking to streamline the grievance procedure and leave issues of health, safety, maternity, and other issues to the various State and Federal agencies entrusted with jurisdiction on these subjects. The Union believes that this is an attempt by Management to limit the means by which employees can file grievances, and therefore ardently opposes it.

**Comments:**

1. There are approximately 750 employees who are being affected by this dispute. They are employed at either the Stonestown Emporium store location or the downtown San Francisco store location. The Union represents 95 percent of the workers employed at each location. The remaining 5 percent of employees belong to other unions.
2. Last year's labor contract expired June 1, 1993. The Union received a contract extension until July 15, 1993. Since then, the employees have been working without a contract.
3. In February of 1991, CHH filed for Chapter 11 bankruptcy. In November of 1992, the company reemerged with plans to implement reorganization and cost-cutting measures. According to Mr. Muir, Emporium is merely seeking to put in place the cost savings procedures, rules and benefits that it already has in place in all of its facilities except its Stonestown and downtown locations.
4. According to Mr. William Fiore, Director of the Department Store Division of the United Food Commercial Workers Union Local 101, a strike is possible.
5. According to the Chamber of Commerce, in order to determine the economic impact of a strike or some other action resulting from the dispute between the Emporium and its employees, statistics concerning Emporium's sales and other variables in its San Francisco stores are necessary. This information was not available to the Budget Analyst as of the writing of this report.

Memo to Government Efficiency and Labor Committee  
August 18, 1993 Government Efficiency and Labor Committee Meeting

  
Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Leal  
President Alioto  
Supervisor Bierman  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Jean Harris  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**BOARD OF SUPERVISORS**

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 16, 1993

**TO:** Government Efficiency and Labor Committee**FROM:** Budget Analyst**SUBJECT:** August 18, 1993 Addendum Calendar, Government Efficiency and Labor Committee MeetingItem 1 - File 25-93-19**Department:** Commission on the Aging (COA)

**Item:** Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be practically performed for the Commission on the Aging by a private contractor for a lower cost than similar services performed by City and County employees.

**Services to be Performed:**

Information and Assistance Services (formerly called Information and Referral Services)

**Description:**

The Controller has determined that contracting for Information and Assistance Services will result in estimated savings as follows:

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	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Services Costs</u>		
Salaries	\$258,013	\$306,893
Fringe Benefits	61,757	69,143
Other Costs (from Budget)	<u>55,257</u>	<u>55,257</u>
Total	\$375,027	\$431,293
<u>Contract Services Cost</u>	<u>200,000</u>	<u>200,000</u>
Estimated Savings	\$175,027	\$231,293

**Comments:**

1. The Senior Information and Assistance Program provides City-wide information, referral and follow-up services on a 24 hour basis, seven days a week, to senior citizens in San Francisco. In addition, the Program maintains the Elder Abuse Hotline, issues the Resource Directory and MUNI identifications, and provides out-station training and public orientation sessions. Fiscal Year 1993-94 is the first year in which the Senior Information and Assistance Program would become a contractual service. These services have previously been provided by Civil Service employees.
2. Through a Request for Proposal (RFP) process, the COA received and reviewed six proposals. Of the six bids, the COA selected the United Way of the Bay Area (UWBA), which later withdrew its application, as the contractor for the COA Information and Assistance Program. Another contractor has not yet been formally selected, but Mr. David Ishida, Executive Director of the COA, expects that the Mount Zion Institute on Aging (IOA) will be selected, as they received the second highest ranking among the contractor applicants.
3. According to Mr. Ishida, the Mount Zion Institute on Aging is willing to provide matching funds of \$53,412 for the supervision and administration of the service. Mr. Ishida states that the IOA has provided a wide range of services to seniors for many years and would provide the same level of services as the current Senior Information and Assistance Program. The Mount Zion Institute on Aging does provide health benefits to its employees.
4. According to Mr. Ishida, the primary advocates for retaining the Senior Information and Assistance Program within the jurisdiction of Civil Service employment suggest that

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



employees take voluntary time off or reductions in pay up to 5 percent or more in order to save the jobs of those currently employed in the Program. However, Mr. Ishida reports, this would reduce services and productivity.

5. Ms. Linda Jofuku of the International Federation of Professional and Technical Engineers cites the following reasons for retaining the Senior Information and Assistance Program within the existing Civil Services organization of the COA rather than contracting such services out:

- Some of the services provided by the present Civil Service COA Program would not be offered by a private contractor, such as the Senior Gold Card Merchants Discount Program. Other services, such as the production and distribution of the Senior Mini Directory, 15 Listings of Services, the Homebound Book and the Financial Benefits Book, and the maintenance of the Senior Newsline, may also be discontinued. In addition, the contractor may offer significantly fewer public orientation and out-station training programs than the current COA Program.
- The present COA Program has an established relationship in the community and has received local, State, and national recognition for its excellence.
- Because the COA does not provide any direct long term care services, the COA Senior Information and Assistance Services can provide unbiased information on and referral to other such services, which a private contractor might not necessarily be able to provide if it offered its own direct long term care service.
- The current staff are highly trained and have worked together for over 10 years.
- The trend is for local agencies on aging, such as the COA, to directly provide information and referral services to seniors rather than contracting out such services.

6. According to Ms. Dowling, Director of Senior Information and Assistance Program, the City operated services cost figures calculated by the Controller's Office are the budgeted amounts of the Senior Information and Assistance Program. Ms. Dowling estimates the actual cost of the Program, as operated by the Civil Service employees, as follows:

Memo to Government Efficiency and Labor Committee  
August 18, 1993, Addendum Calendar, Government Efficiency and Labor  
Committee Meeting

	<u>FY 1992-93</u>	<u>FY 1993-94</u>
Salaries	\$228,585	\$232,654
Fringe Benefits	53,292	53,907
Other Costs (from Budget)	<u>55,257</u>	<u>55,257</u>
Total	\$337,134	\$341,818

7. However, the Budget Analyst notes that even using the costs of the Senior Information and Referral Assistance Program, as calculated by Ms. Dowling, it would still be significantly less expensive to contract out these services.

8. According to Mr. Ishida, all contractor applicants have committed in writing to interviewing all employees of the current Senior Information and Assistance Program who wish to apply for a job with the selected contractor.

9. The Commission on Aging has voted to contract out for the Senior Information and Assistance Program.

10. The Controller's supplemental questionnaire with the COA's responses, including the MBE/WBE status of this contract, is attached.

11. According to Mr. Ishida, the Mayor's Office will not approve any supplemental appropriations for the Senior Information and Assistance Program if the proposed legislation fails. Therefore, the Senior Information and Assistance Program would have to be operated by Civil Service employees on a budget of \$200,000.

**Recommendation:** The Budget Analyst concurs with the Controller's certification that the Senior Assistance and Information Program can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 2 - File 25-93-20

**Department:** Commission on the Aging (COA)

**Item:** Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can be practically performed for the Commission on the Aging by a private contractor for a lower cost than similar services performed by City and County employees.

**Services to be Performed:** Senior Transportation/Escort Services Program

**Description:** The Controller has determined that contracting for Senior Transportation/Escort Services will result in estimated savings as follows:

	<u>Lowest</u> <u>Salary</u> <u>Step</u>	<u>Highest</u> <u>Salary</u> <u>Step</u>
<u>City Operated Services Costs</u>		
Salaries	\$1,392,237	\$1,688,801
Fringe Benefits	<u>330,922</u>	<u>375,733</u>
Total	\$1,723,159	\$2,064,534
<u>Contract Services Cost</u>		
Transportation	\$800,000	\$800,000
Project SAFE (in Police Dept. Budget)	<u>300,000</u>	<u>300,000</u>
Total	<u>\$1,100,000</u>	<u>\$1,100,000</u>
Estimated Savings	\$623,159	\$964,534

**Comments:** 1. The Senior Transportation/Escort Services Program provides transportation and escort services to senior citizens in San Francisco. The Police Commission currently administers the Program but has voted to contract out the service under the administration of the COA. Fiscal Year 1993-94 is the first year in which the Senior Transportation/Escort Services Program would become a contractual service. These services have been previously provided by Civil Service employees.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Through a Request for Proposal (RFP) process, the COA received and reviewed two proposals, including one proposal from the current Senior Escort Program, to be operated under the auspices of a private agency. Of the two bids, the COA selected the California Minority Aging Coalition (CMAC) Transportation Escort Consortium as the contractor for the COA Senior Transportation/Escort Services Program. As required, the selected contractor does provide health benefits to its employees.

3. The CMAC Transportation Escort Consortium is comprised of the following 11 senior organizations:

- Bayview Hunter's Point Senior Center
- Bernal Heights Neighborhood Foundation
- Centro Latino de San Francisco
- Filipino American Council
- John W. King Senior Center
- Korean Center, Inc.
- Mission Neighborhood Center
- North of Market Senior Health Services
- Potrero Hill Neighborhood House
- Self Help for the Elderly
- Western Addition Senior Center

The John W. King Senior Center has been designated as the lead agency for this consortium.

4. Mr. David Ishida, Executive Director of the COA, reports that the CMAC Transportation Escort Consortium can provide more than three times the current service level (168,720 units of service in FY 1993-94 versus the current 46,909 units of service) at less than one half the cost to the same number of senior citizens. Mr. Ishida further reports that substantial savings would be realized through lower personnel costs per capita and more effective use of a smaller staff with volunteer support.

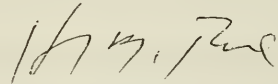
5. According to Mr. Ishida, the primary advocates for retaining the Senior Transportation/Escort Services Program within the jurisdiction of Civil Service employment suggest that employees take voluntary time off or reductions in pay up to 30 percent or more in order to save the jobs of those currently employed in these two programs. However, Mr. Ishida reports, this would reduce services and productivity.

6. Mr. Ishida advises that all contractor applicants have committed in writing to interview all current employees of the Senior Transportation/Escort Services Program who wish to apply for positions with the selected contractor.

7. The Controller's supplemental questionnaire with the COA's responses, including the MBE/WBE status of this contract, is attached.

8. According to Mr. Ishida, the Mayor will not approve any supplemental appropriations for the Senior Transportation/Escort Program if the proposed legislation fails. Therefore, the Senior Transportation/Escort Program would have to be operated on a budget of \$1.1 million by Civil Service employees.

**Recommendation:** The Budget Analyst concurs with the Controller's certification that the Senior Transportation/Escort Services Program can be practically performed by a private contractor for a lower cost than similar services performed by City and County employees. However, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Leal  
President Alioto  
Supervisor Bierman  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Jean Harris  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Charter 8.300-1 (Proposition J) Questionnaire

DEPARTMENT San Francisco Commission On the Aging  
CONTRACT SERVICES Senior Transportation  
TIME PERIOD July 1, 1993 - June 30, 1994

1) Who performed services prior to contracting out?

The duties are currently performed by the Senior Escort Program (SEP), operated by the San Francisco Police Department.

2) Number of City employees laid off as a result of contracting out?

None. SEP has been discontinued by the SFPD as a result of mandated budget reductions for FY1993-94 and all program employees have been laid off independent of the decision to contract out such services through the Commission On the Aging.

3) Explain disposition of employees if they are laid off.

Senior Escort Civil Service classes are not used elsewhere in City government. These employees will not bump others unless they are on leave from other permanent positions.

4) What percent of City employees' time is spent on services to be contracted out?

80% of previous salary costs were used to provide vehicular transportation to senior citizens.

5) How long have services been contracted out?

This is a new contract, services have in the past been delivered by city employees.

6) What was the first fiscal year for a Prop. J Certification?

NA, no previous contract.



7) How will contract services meet the goals of your MBE/WBE Action Plan?

The competitive bid process used by the Purchaser and required approval by the Board of Supervisors assures maximum participation by qualified MBE/WBE businesses.

Department Representative

  
\_\_\_\_\_  
David Ishida, Director

Telephone: 864-6051

cxlquesp



# C A L E N D A R

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE

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BOARD OF SUPERVISORS

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CITY AND COUNTY OF SAN FRANCISCO

## REGULAR MEETING

WEDNESDAY, SEPTEMBER 1, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Susan Leal

CLERK: Mary Red

\* \* \* \* \*

## Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accomodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accomodate these individuals.11



NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

### CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 94-91-7.2. [Release of Funds] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$329,000 for the F-Market-Embarcadero PCC Streetcars Project. (Public Utilities Commission) (Continued from 8/18/93)
  - (b) File 146-92-60.2 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Bureau of Epidemiology and Disease Control, in the amount of \$8,000, (\$6,000 for computer consultant and \$2,000 for theatre consultants) for the San Francisco Unified School District. (Dept of Public Health)
  - (c) File 133-93-2. [Solid Waste Management] Resolution authorizing the Chief Administrative Officer of the City and County of San Francisco to accept and expend \$2,847,921 in funds from the Sanitary Fill Company to be used for the Solid Waste Management Program Projects. (Chief Administrative Officer)
  - (d) File 146-93-41. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a supplemental award of \$25,000, from the Department of Health Services, Office of AIDS, to augment the Local Assistance Block Grant Component of the Master Grant Agreement for a new AIDS Epidemiologic Research Study; providing for ratification of action previously taken and waiving indirect costs. (Department of Public Health)
  - (e) File 146-93-42. [Grant - Federal through the State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for, accept and expend a grant of \$945,333, which includes indirect costs in the amount of \$98,814, based on twelve percent of salaries and an allocated City and County of San Francisco Interagency Housing Group match in the amount of \$315,115, which is twenty-five percent of the direct costs, from the United States Department of Housing and Urban Development for a mobile crisis team to serve homeless and formerly San Franciscans; providing for ratification of action previously taken. (Department of Public Health)
  - (f) File 146-93-43. [Grant - State Funds] Resolution authorizing the Department of Health, Family Health Bureau, Dental Bureau, to accept and expend a continuation grant of \$12,708 which includes indirect costs in the amount of \$1,200, based on fifteen percent of salaries from the State Department of Health Services, Dental Section, for dental health education in San Francisco elementary schools; providing for ratification of action previously taken. (Department of Public Health)





- (g) File 146-93-44. [Grant – Federal Funds] Resolution authorizing the Department of Health, Community Health Services, Family Health Bureau, to apply for retroactively, accept and expend a grant augmentation of \$21,052, which includes administrative costs in the amount of \$190,00, from the California Family Planning Council, Inc., for the increase in based funding level to provide family planning medical services; providing for ratification of action previously taken. (Department of Public Health)
- (h) File 148-93-6. [Grant – Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$7,307,800 for pavement renovation of various streets foregoing reimbursement of indirect costs. (Department of Public Works)
- (i) File 148-93-7. [Grant – State Funds] Resolution authorizing the Director of Public Works to execute the necessary documents to apply for, accept and expend \$200,000 of Transportation Development Act (TDA) Article 3 funds for the construction of curb ramps. (Department of Public Works)
- (j) File 150-93-4. [Grant – Federal Funds] Resolution authorizing the Recreation and Park Department to apply for grant funds in the amount of \$476,000, from the Intermodal Surface Transportation Efficiency Act, for the renovation of the Civic Center Plaza Pedestrian Walkway; waiving indirect costs. (Recreation and Park Department)
- (k) File 152-93-5. [Grant Funds] Resolution authorizing the Sheriff to apply for grant funds, in an amount not to exceed \$20,000, from the California Department of Justice, to provide automated criminal arrest and case disposition reporting from the City and County of San Francisco to the California Department of Justice, pursuant to Sections 13150 et sequitur of the California Penal Code. (Sheriff Department)

ACTION:

#### REGULAR CALENDAR

- 2. File 156-93-3. [Federal Funds] Resolution approving modifications for 1993-94 to the County Refugee Plan and allocations of Refugee Funds to service providers; authorizing the Private Industry Council to contract with the State and expend refugee funds. (Private Industry Council)

ACTION:

- 3. File 172-93-37. [Indemnification of the County Transportation Authority] Resolution authorizing City departments to execute agreements with the San Francisco County Transportation Authority for AB434 funding whereby the City would indemnify the Transportation Authority from claims resulting from the City's performance of said agreements. (Chief Administrative Officer)

ACTION:

- 4. File 47-93-7. [Ellis-O'Farrell Marketing Plan] Resolution approving and authorizing implementation of Ellis-O'Farrell Garage Marketing Plan. (Parking & Traffic Department)

ACTION:



5. File 165-93-6. Motion directing the Budget Analyst to conduct a comprehensive audit of the franchise fees paid by and operations of Viacom Cablevision under its cable television franchise with the city, and providing funds for the audit. (Supervisor Bierman)

ACTION:

6. File 102-93-3. Hearing to consider the process of elimination of civil service security guard positions and their proposed replacement by non-civil service Sheriff's cadets. (Supervisor Hallinan)

ACTION:

7. File 27-93-13. Hearing to consider the anticipated revenue to the City and County from the proposed contract for door-to-door van service with San Francisco International Airport and whether it needs approval by the Board of Supervisors. (Supervisor Hallinan)

#### CLOSED SESSION

8. File 45-93-58. [Settlement of Lawsuit] Authorizing settlement of litigation of Cheryl Nichols against the City and County of San Francisco by payment of \$15,000. (City Attorney)

ACTION:

BOARD OF SUPERVISORS  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
ROOM 235, CITY HALL  
SAN FRANCISCO, CA. 94102

Public Hearing Notice



CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

## BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

August 30, 1993

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**TO:** Government Efficiency and Labor Committee

**FROM:** Budget Analyst

**SUBJECT:** September 1, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-91-7.2

**Note:** This item was continued by the Government Efficiency and Labor Committee at its meeting of August 18, 1993.

**Department:** Public Utilities Commission (PUC)

**Item:** Release of reserved funds in the amount of \$329,000, for the F-Market-Embarcadero PCC Streetcars Project.

**Amount:** \$329,000

<b>Source of Funds:</b>	State Transit Capital Improvement funds	\$14,680,946
	Local Match	<u>14,680,946*</u>
	Total	\$29,361,892

\* Local match resources include Bridge Toll Net Revenues, State Transit Assistance Funds, Transit Impact Development Fees, Hetch Hetchy Funds, San Francisco Municipal Railway Improvement Corporation Funds, and Transportation Sales Tax Revenues.

**Description:** The Board of Supervisors previously authorized the PUC to apply for, accept and expend State Transit Capital Improvement funds in the amount of \$14,680,946 with a local match of \$14,680,946 for a total of \$29,361,892 for five Municipal Railway projects. Of the \$29,361,892, \$6,510,466

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was placed on reserve pending the PUC's selection of contractors, the MBE/WBE status of the contractors and contract cost details.

To date, \$5,796,603 of the \$6,510,466 has been released per one previous request for release of reserved funds (File 94-91-7.1) which provided professional services and construction contracts for the MUNI Metro Turnback project leaving a remaining balance of \$713,863 on reserve.

The PUC is requesting that the subject \$329,000 be released from reserve for the F-Market-Embarcadero PCC (President's Conference Committee) Streetcars Project. The requested release of the \$329,000 in reserved funds and the required local match of \$329,439 total \$658,439, for the renovation of the F-Market-Embarcadero PCC Streetcars.

The Purchasing Department, through its Request for Proposals (RFP) process, selected Morrison, Knudsen Inc. to provide the necessary renovation of the PCC Streetcars for the PUC. According to the Purchasing Department, Morrison, Knudsen Inc. was the only firm to respond to the RFP, although the Purchasing Department sought bids from several firms. Morrison, Knudsen Inc. is neither an MBE nor a WBE firm.

**Comments:**

1. The requested release of \$329,000 represents only a portion of the total contract with Morrison, Knudsen Inc. for the rehabilitation of 14 PCC Streetcars. The total contract amount, including the grant funds and local matching funds, is \$8,047,450 of which \$7,718,450 (\$8,047,450 less \$329,000) has already been approved in previous resolutions.

2. The contract amount of \$8,047,450 would be expended for the rehabilitation of 14 PCC Streetcars, as follows:

<u>Component Activity</u>	<u>Amount</u>
Motor Rebuilds	\$1,448,540
Propulsion Control	965,694
Brakes	804,745
Body/Corrosion	2,011,863
Paint	804,745
Interior/Electrical Renovation	<u>2,011,863</u>
Total	\$8,047,450

**Recommendation:** Release the reserve of \$329,000 as requested.



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Item 1b - File 146-92-60.2

**Department:** Department of Public Health (DPH)

**Item:** Communication requesting release of reserved funds, Department of Public Health, Bureau of Epidemiology and Disease Control, in the amount of \$8,000 (\$6,000 for computer consultant and \$2,000 for theatre consultants) for the San Francisco Unified School District

**Reserve Amount:** \$8,000

**Project:** Hepatitis B Demonstration Project

**Description:** The Board of Supervisors previously approved a grant (Resolution 100-93) for the continuation of Hepatitis B immunizations to infants and selected middle school residents of San Francisco. Of the total \$844,125 grant, \$8,000 was placed on reserve (including \$6,000 for a computer consultant and \$2,000 for a theatre consultant), pending selection of the consultants and the determination of the consultants' hours, hourly rates, and MBE/WBE status.

**Comments:** 1. According to Ms. Alice Gandelman of the DPH, the \$8,000 on reserve is part of a \$181,056 contract with the San Francisco Unified School District (SFUSD). Ms. Gandelman advises that SFUSD has contracted with the City to take full responsibility for coordinating a school-based immunization program, including planning, implementation and evaluation. Since the \$8,000 is part of the City's total \$181,056 contractual obligation to SFUSD, it is the School District, and not the City, that is responsible for hiring the theatre and computer consultants. These consultants were selected based on SFUSD's selection criteria, and not the City's. Therefore, the City, through the Human Rights Commission, has not made a determination regarding the MBE/WBE status of the contractors.

2. According to the DPH, SFUSD has selected the following consultants:

Theatre Consultants

Rick Richetta; 168 hours @ \$13.34/hr.	\$2,241
Jeanne Gallo; 14 hours @ \$32.57/hr.	<u>456</u>
Total Theatre Consultants	\$2,697

Computer Consultant

Cresencia Burgos; 72 hours @ \$40.02/hr.	<u>2,881</u>
TOTAL	\$5,578

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As these figures indicate, SFUSD has not budgeted \$6,000 for a computer consultant and \$2,000 for a theatre consultant, as reported in the original grant proposal. The \$2,422 difference between the cost of the theatre and computer consultants and the \$8,000 on reserve will be used to support other aspects of SFUSD's program, such as health education materials, teacher stipends, and medical supplies.

**Recommendation:** Release the \$8,000 on reserve.

Item 1c - File 133-93-2

**Department:** Chief Administrative Officer (CAO)

**Item:** The proposed resolution would authorize the Chief Administrative Officer of the City and County of San Francisco to accept and expend \$2,847,921 in funds from the Sanitary Fill Company to be used for the Solid Waste Management Program projects.

**Amount:** \$2,847,921

**Source of Funds:** Refuse Collection and Disposal Fees Impound Account

**Description:** The Sanitary Fill Company, a partnership of Sunset Scavenger Company and Golden Gate Disposal Company, contracts to operate the City's refuse collection center and to haul refuse to the landfill site in Altamont. The Refuse Collection and Disposal Rate Board, consisting of the Chief Administrative Officer, the General Manager of the Public Utilities Commission, and the Controller, requires that the Sanitary Fill Company set aside a certain amount of funds each year from the refuse collection fees charged to San Francisco residents and businesses in an impound account. This set-aside amount is calculated based on the number of tons of solid waste collected by the Sanitary Fill Company. A portion of the impound account is used to finance the City's Solid Waste Management Program budget plus other landfill-related costs. For 1993-94, the set-aside amount is \$2,545,456.

The 1993-94 set-aside amount of \$2,545,456 would be supplemented with \$290,832 from carryover funds from the 1992-93 budget plus \$11,633 from previously unallocated funds earmarked for the Solid Waste Management Program, for a total amount available of \$2,847,921 for the period September 1, 1993 to June 30, 1994 (ten months). The \$2,847,921 is \$48,140 or approximately 1.7 percent less than the FY 1992-93 budgeted amount of \$2,896,061 (\$2,545,456 set-aside plus \$255,605 in carryover funds and \$95,000 in previously unallocated funds). The 1993-94 budget for the Solid Waste Program is outlined below:

**Solid Waste Management Administration**

**Personnel**

Salaries (5.33 FTE)	\$227,368	
Fringe Benefits	<u>43,835</u>	
Subtotal		\$271,203

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Operating Expenses

Materials and Supplies	\$17,085	
Office Furnishings	13,835	
Equipment Maintenance	22,400	
Mini-Van	17,000	
Printing	11,250	
Communications	32,000	
Office Rental	115,202	
Conferences/Workshops/Training	22,115	
Services of Other Departments	27,350	
Administrative Overhead	<u>47,764</u>	
Subtotal		<u>\$326,001</u>
Total - Administration		\$597,204

Recycling Programs

Personnel

Salaries (8 FTE)	\$301,673	
Fringe Benefits	<u>62,238</u>	
Subtotal		363,911

Operating Expenses

Services of Other Departments	\$47,500	
Professional Services	495,478	
Materials and Services	242,965	
Grant Supported Programs:		
Source Reduction/Buy		
Recyled Guides	12,000	
Recycling Center	250,000	
Reuse and/or Remanufacturing Project	30,000	
Conservation Corps	50,000	
Campus Recycling Projects	10,000	
Sanitary Fill Project	7,000	
Matching Grant Funds for Residential Recycling Project	<u>5,000</u>	
Subtotal		<u>1,149,943</u>
Total - Recycling		1,513,854

Solid Waste Management Planning

Personnel

Salaries (1 FTE)	\$45,544	
Fringe Benefits	<u>9,034</u>	
Subtotal		54,578

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Operating Expenses

Professional Services	\$94,000	
Reproduction	<u>2,000</u>	
Subtotal		<u>96,000</u>
Total - Solid Waste Manage Planning		\$150,578

**Hazardous Waste Management Program**

Personnel

Salaries (4 FTE)	\$187,354	
Fringe Benefits	<u>36,016</u>	
Subtotal		223,370

Operating Expenses

Services of Other Departments	\$206,520	
Professional Services	118,995	
Hazardous Waste Education		
School Project	8,300	
Needle Collection Project	16,600	
Materials and Supplies	<u>12,500</u>	
Subtotal		<u>362,915</u>
Total - Hazardous Waste Management		\$586,285
Total		\$2,847,921

The program goals and responsibilities of the four operating programs within the Solid Waste Management Program are as follows:

**Solid Waste Management Administration**

The Solid Waste Management Administration is responsible for implementing State requirements resulting from the passage of AB 939, which requires counties to monitor waste as well as to reduce waste through recycling and source reduction programs. AB 939 mandates a recycling and source reduction goal of 25 percent of all waste by 1995 and 50 percent of all waste by the year 2000. Solid Waste Management Administration also performs overall administrative functions for the Solid Waste Program.

**Recycling Programs**

The Recycling Programs consists of six separate program components as follows: School Education, Public Outreach, Residential Recycling, Program Support and Special Projects, Organics Recovery and Commercial Recycling. The goal of the Recycling Programs is to reduce the amount of garbage generated in the City which will have to be disposed of in the landfill. Activities undertaken to achieve these goals include

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increasing awareness of existing programs and planning and implementing new programs where needed.

### **Solid Waste Management Planning**

The purpose of the Solid Waste Management Planning program is to identify and implement long range management strategies for the City's solid waste and to assist in the analysis of rates for solid waste collection and disposal so as to ensure efficient, reliable and cost effective services to San Francisco ratepayers.

### **Hazardous Waste Management**

The goal of the Hazardous Waste Management program is to keep hazardous waste out of the City's solid wastes. The Waste Acceptance Control Program (WACP) is specifically required, under an agreement that San Francisco has with the Altamont Landfill in Alameda County, for the disposal of San Francisco's municipal waste. Other programs significantly complement the WACP efforts by encouraging toxics waste reduction and proper management by waste generators, including small businesses and households. These management programs are incorporated in San Francisco's County Hazardous Waste Plan.

#### **Comments:**

1. Of the total \$708,473 (\$495,478 - Recycling Programs; \$94,000 - Solid Waste Management Planning; and \$118,995 Hazardous Waste Management), budgeted for professional services, \$624,097 is earmarked for consulting services. The remaining \$84,376 is for expenditures for the provision of materials and/or manual services. The CAO has not as yet selected consultants, for \$195,000 of the \$624,097 designated for consultant services. Therefore, \$195,000 should be placed on reserve pending the selection of the remaining consultants, the MBE/WBE status and contract budget details. Attached is a table prepared by the CAO which provides available MBE/WBE information and budget details on the \$429,097 for those consultants which have been selected.
2. The proposed Staffing level for the 1993-94 Solid Waste Management Program is the same as the staffing level for 1992-93.
3. Mr. Joe Johnson, of the Solid Waste Program of CAO, reports that the new mini-van included in the Solid Waste Administration budget is needed to replace an automobile which was totaled in an accident in March of 1993. Mr. Johnson advises that the CAO is proposing to replace the

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automobile with a mini-van because the mini-van will permit the transport of a larger number of staff and materials and supplies. According to Mr. Johnson, the van will be used to transport staff and materials (i. e., pamphlets, brochures, booklets, recycling containers) to various community meetings, activities, and street fairs).

**Recommendation:** Amend the proposed resolution to reserve a total of \$195,000 for consulting services, as detailed in the Attachment, pending selection of consultants, MBE/WBE status and contract budget details and approve the proposed legislation as amended.

Professional services with identified contractor:	\$429,097
Professional services without identified contractor:	\$195,000
Non-Professional services:*	<u>\$ 84,376</u>
Total Services:	\$708,478

	<u>IDENT.</u>	<u>UNIDENT.</u>	<u>NON-PROF. SERVICES*</u>
<b>030-02 SCHOOL EDUCATION</b>			
Newsletter (Dori Friend Design -WBE)	5,000		
SLUC (non-profit)	9,000		
Curriculum Development (Gravity Design-LBE)	9,500		
Field Trips		5,000	
Video (Ideas in Motion-LBE)	9,000		
<b>040 02 PUBLIC OUTREACH</b>			
Matching Funds (ABAC Committee)	5,000		
Graphic Design Services		20,000	
<b>060 02 PROGRAM SUPPORT/SPECIAL PROJECTS</b>			
Interns (Environmental Careers Org. - non-profit)	131,978		
University Research/Workshop (subsidy to local university)			1,000
Phone Book Recycling			20,000
<b>070 02 ORGANICS RECOVERY</b>			
Christmas Trees			25,000
Home Composting (SLUG - non-profit)	78,000		
Feasibility Analysis		60,000	
Organics Pilot		20,000	
<b>080 02 COMMERCIAL RECYCLING</b>			
Business Waste Reduction Guide		5,000	
Technical Assistance Packets		5,000	
ARC Recyclable Collection			7,000
Technical Assistance Development		40,000	
Technical Assistance Implementation		40,000	
<b>090 02 COUNTY SOLID WASTE PLANNING</b>			
Rate Review (H. Rose, et. al and City Attorney)	94,000		
<b>100 02 HAZARDOUS WASTE PLANNING</b>			
Interns (Environmental Careers Org.-non-profit)	72,619		
ABAC			6,376
SQG Technical Assistance (Geo Resource - MBE)	15,000		
Hazardous Materials Resource Center			10,000
Household Hazardous Waste Closure Fund			15,000
	<u>\$429,097</u>	<u>\$195,000</u>	<u>\$84,376</u>

\*These are agreements for the provision of materials and/or manual services which have been included under Professional Services to standardize budget categories.

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Item 1d - File 146-93-41

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a supplemental award of \$25,000, from the Department of Health Services, Office of AIDS, to augment the Local Assistance Block Grant Component of the Master Grant Agreement for a new AIDS Epidemiologic Research Study; providing for ratification of action previously taken and waiving indirect costs.

**Grant Amount:** \$25,000

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** Department of Health Services, Office of AIDS

**Project:** AIDS Epidemiologic Research Study

**Description:** The proposed resolution would authorize the Department of Public Health, AIDS Office, to accept and expend a \$25,000 augmentation to the Local Assistance Block Grant component of the FY 1993-94 AIDS Master Grant Agreement. This augmentation would support a part-time physician to perform an epidemiologic study. The purpose of this study would be to determine strategies to reach young African American men who have tested positive for HIV. These young men were identified as HIV positive through a previous study, the Young Men's Survey, but did not return for their test results or further counseling regarding reducing the risk or transmitting the AIDS virus. The outreach would be designed to inform the young men that they are HIV positive, and to provide early intervention services. Early intervention services would include counseling and education.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>		
	Physician Specialist	0.2	\$12,295	
	Fringe Benefits @ 22%		<u>2,705</u>	
	Total Personnel	0.2		\$15,000
	<u>Operating Expenses</u>			
	Travel( see Comment 4)		3,000	
	Laboratory Supplies		4,000	
	Educational Materials		<u>3,000</u>	
	Total Operating Expenses			<u>10,000</u>
	Total Grant			\$25,000

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**Required Match:** None

**No. of Persons Served:** Population of San Francisco

**Indirect Costs:** Waived

**Comments:**

1. The proposed grant would represent an augmentation to the Master Grant Agreement of \$349,200 previously approved by the Board of Supervisors. This \$25,000 augmentation represents an increase of 7.2 percent to the previously approved \$349,200 grant, for a total of \$374,200.
2. The proposed resolution would waive indirect costs, since such costs are not allowed by the funder.
3. No additional application for the proposed grant was required, since the original application for the Master Grant serves as an application for this augmentation.
4. The \$3,000 in Travel costs would support mandated trips to the funding agency, according to Mr. Tim Piland of the DPH.
5. A Disability Access Checklist, completed by the Department, is contained in the Board file.
6. A Summary of Grant Request form, completed by the Department is attached.

**Recommendation:** Approve the proposed resolution.

Grantor Office of AIDS  
 Contact Person Vincent Torres-Gil  
 Address P.O. Box 942732  
Sacramento, CA 93234-7320  
 Amount Requested \$ 25,000  
 Term: From 7/1/93 To 6/30/94  
 Health Commission \_\_\_\_\_

Division \_\_\_\_\_  
 Section AIDS Office  
 Contact Person Tim Piland  
 Telephone 554-9132  
 Application Deadline n/a  
 Notification Expected n/a  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to ~~accept~~ (accept and expend) a ~~new~~ (continuation) (allocation) (augmentation to a) grant in the amount of \$ 25,000 from the period of 7/1/93 to 6/30/94 to provide supplemental to Local Assistance Block Grant component services of the 93-94 Master Grant Agreement.

II. Summary: (Concise summary; one or two paragraphs; include group served, services and providers)

These funds will support a part-time physician specialist to perform a special epidemiologic study through the Local Assistance Block Grant component of the Master Grant Agreement funding mechanism.

### III. Outcomes/Objectives:

To determine strategies to reach young African American males who have tested positive for HIV in an effort to educate them of their serostatus and to offer them early intervention services; these individuals were identified through another study, the Young Men Survey, but chose not to return for their test results or further counseling regarding HIV. Effects of Reduction or Termination of These Funds: reducing the risk of transmitting the virus

This study will provide valuable information to allow us to address the AIDS/HIV health needs of this traditionally underserved and hard-to-reach minority population.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	<u>545,500</u>	<u>349,200</u>	<u>374,200</u>	<u>+25,000</u>	<u>none</u>	_____
Personnel	<u>528,826</u>	<u>349,200</u>	<u>364,200</u>	<u>+15,000</u>	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	<u>16,674</u>	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	<u>10,000</u>	<u>+10,000</u>	_____	_____
Other	_____	_____	<u>0</u>	<u>0</u>	_____	_____
Indirect Costs	<u>0</u>	<u>0</u>	_____	_____	_____	_____

### VI. Data Processing

(same included above)

### VII. Personnel

F/T CSC \_\_\_\_\_

P/T CSC \_\_\_\_\_

Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 No. \_\_\_\_\_

Will grant funded employees be retained after this grant terminates? If so, How?  
 None. \_\_\_\_\_

•VIII. Contractual Services: Open Bid 0 Sole Source 0 (If sole source, attach Request for Proposals Form)





Item 1e - File 146-93-42

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for, accept and expend a grant of \$945,343, which includes indirect costs in the amount of \$98,814, based on twelve percent of salaries and an allocated City and County of San Francisco Interagency Housing Group match in the amount of \$315,115, which is 25 percent of direct costs, from the United States Department of Housing and Urban Development for a mobile crisis team to serve formerly homeless San Franciscans; providing for ratification of action previously taken.

**Grant Amount:** \$945,343

**Grant Period:** October 1, 1993 to September 30, 1994

**Source of Funds:** United States Department of Housing and Urban Development (HUD)

**Project:** Early Intervention and Supportive Services to Homeless

**Description:** The proposed grant would fund a Mobile Crisis Team to provide crisis intervention referral and support services to mentally ill homeless and at risk -homeless persons. The program would operate 24 hours a day, seven days a week. The staff would also provide coordination of services for DPH mental health services, including day services, medication services, and follow-up and after care services, to ensure that homeless mentally ill persons are linked to such services. The goal of the program would be to retain mentally ill individuals in community settings, to avoid hospitalization, to stabilize homeless mentally ill persons into housing, to provide mental health services and support to clients in shelters and in housing units.

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<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Program Director	1.0	\$50,090
	Psychiatrist	1.0	102,051
	Social/Activity Workers	2.0	102,060
	Health Worker 4	2.0	81,326
	Psychiatric Tech	2.0	77,830
	Substance Abuse Counselor	2.0	81,326
	Paramedics	2.0	104,087
	Peer Case Managers	2.0	59,874
	Clerks	2.0	54,914
	Administrative Analyst	1.0	50,292
	Evening/Night Differential	n/a	<u>59,600</u>
	Personnel Subtotal		\$823,450
	Fringe Benefits (@ 23% of Subtotal)		<u>189,394</u>
	Total Personnel	17.0	\$1,012,844
	<u>Equipment</u>		
	Vans (2 at \$16,000)		32,000
	Computer with Printer		<u>6,000</u>
	Total Equipment		38,000
	<u>Training</u>		5,000
	<u>Materials and Supplies</u>		
	Cellular Phones (3 @ \$700)		2,100
	Pagers (14 @ \$100)		1,400
	Pharmaceuticals		40,000
	Office Supplies		3,000
	Gas/Oil/Vehicle Maintenance		<u>8,500</u>
	Total Materials and Supplies		55,000
	<u>Facility Costs</u>		
	Rent		46,000
	Utilities/Maintenance/Phone		<u>4,800</u>
	Total Facilities Costs		50,800
	<u>Indirect Costs (@ 12% salaries)</u>		<u>98,814</u>
	Total Program Cost		\$1,260,458
	Less Local Match from the General Fund (See Comment 6)		<u>(315,115)</u>
	Total Grant Amount		\$945,343

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- Local Match:** \$315,115 from the General Fund (See Comment 6)
- No. of Persons Served:** Population of formerly homeless San Franciscans
- Indirect Costs:** \$98,814, based on 12 percent of total salaries, not including fringe benefits
- Comments:**
1. The proposed grant would be the first year of a five year grant. After the first five years, the DPH would be eligible to apply for an additional five years' funding.
  2. The proposed grant would include indirect costs of \$98,814, based on 12 percent of total salaries, not including fringe benefits.
  3. The application deadline for the proposed grant was May 30, 1993. Therefore, the proposed resolution would provide for ratification of action previously taken.
  4. Departments are generally not required to obtain Electronic Information Processing Steering Committee (EIPSC) approval for purchases of less than 20 personal computers in a year (known as the "Rule of 20"). The proposed purchase of a personal computer and printer would fall under the Rule of 20. Therefore, EIPSC approval is not required.
  5. The proposed grant would support the purchase of three cellular telephones to facilitate communication between the mobile vans, the service sites, and DPH administrative offices. Funds are included in the proposed grant for cellular telephone maintenance and upkeep.
  6. The local match of \$315,115 was intended to be provided by the San Francisco Interagency Housing Group (SFIHG). SFIHG is a group of City agencies, including Public Health, Social Services, and other City departments, that were to have a pool of \$3 million to provide matching operating funds for proposed programs to serve San Francisco's homeless. However, as of the writing of this report, the Department has been unable to identify the \$3 million pool in the City's FY 1993-94 budget. The \$315,115 local match is required to receive this proposed grant. Therefore, the Department has requested a two-week continuance of the proposed resolution to determine whether the \$315,115 local match was included in the City's FY 1993-94 budget.
  7. A Disability Access Checklist, completed by the Department, is contained in the Board file.

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8. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Continue the proposed resolution to the September 15, 1993 Government Efficiency and Labor Committee meeting as requested by the Department (see Comment 6).

Grantor US Dept. Housing & Urban Devel.Division DMSF

Contact Person \_\_\_\_\_

Section Mental Health

Address \_\_\_\_\_

Contact Person Carmen CarrilloTelephone 255-3431Amount Requested \$ 945,343Application Deadline May 30, 1993Terms: From 5/30/93 To 9/30/94Notification Expected September 30, 1993

Health Commission \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description:

(Check appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$945,343 from the period of Oct. 1, 1993 to September 30, 1994 to provide early intervention and supportive services to homeless...II. Summary: (Context/history; need statement; number & groups served; services and providers)

This grant would fund an Mobile Crisis Team to provide crisis intervention referral and support services to mentally ill homeless and at risk homeless persons. The program would operate 24 hours a day 7 days a week. The staff will also provide coordination of services to the four clusters into ensure that homeless mentally ill are linked to cluster services.

III. Outcomes/Objectives:

To keep mentally ill in community settings, to avoid hospitalization; to stabilize homeless mentally ill into housing; to provide mental health services and support to clients in shelters, housing units.

IV. Effects of Reduction or Termination of These Funds:

If these funds are not awarded, there will be insufficient funds to provide crisis intervention linkage and support services to mentally ill homeless persons in San Francisco.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	N/A	N/A	945,343		*\$315,115	
Personnel			1,012,844			
Equipment			38,000			
*Contract Svc.						
Mat. & Supp.			55,000			
Facilities/Space			50,800			
Other			5,000			
Indirect Costs			98,814			
Less City Match			(315,115)			
VI. Data Processing			945,343			
(none included above)						

VII. Personnel

F/T CSC			17.0			
P/T CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

This grant, if awarded, will continue for a 5 year period.

\*VIII. Contractual Services: Open Bid N/A Sole Source \_\_\_\_\_ (If sole source, attach Request for Exception Form)

\*Match is being provided by the City's Interagency Housing Group. It is calculated at 25% of the total cost, which, including the match, is \$1,260,458.





Memo to Government Efficiency and Labor Committee  
September 1, 1993 Government Efficiency and Labor Committee Meeting

Item 1f - File 146-93-43

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health, Dental Bureau, to accept and expend a continuation grant of \$12,708 which includes indirect costs in the amount of \$1,200, based on 15 percent of salaries from the State Department of Health Services, Dental Section, for dental health education in San Francisco elementary schools; providing for ratification of action previously taken.

**Grant Amount:** \$12,708

**Grant Period:** September 1, 1993 to June 30, 1994

**Source of Funds:** State Department of Health Services, Dental Section

**Project:** Dental Health Education in San Francisco Elementary Schools

**Description:** The proposed grant would fund the seventh year of an education program to pre-school and elementary school children. The program would provide dental and nutrition education, dental screening and follow-up and teacher training. The program would target 6,000 needy San Francisco children.

**Budget:** Personnel

Classroom Educator (\$15-18/hr. x 9 hr./wk. x 52 weeks)	\$8,000	
Fringe Benefits (26%)	<u>2,100</u>	
Subtotal Personal Services		\$10,100
<u>Indirect Costs</u> (15% of salaries, excluding fringe benefits)		1,200
<u>Materials and Supplies</u>		1,008
<u>Travel</u>		<u>400</u>
Total		\$12,708

**Required Match:** None

**No. of Persons Served:** 6,000 children

**BOARD OF SUPERVISORS**  
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Memo to Government Efficiency and Labor Committee  
September 1, 1993 Government Efficiency and Labor Committee Meeting

**Indirect Costs:** \$1,200, based on 15 percent of salaries excluding fringe benefits

- Comments:**
1. The proposed grant would be the same as the prior year grant of \$12,708. This would be the seventh year of an on-going grant.
  2. The proposed grant would include indirect costs in the amount of \$1,200, based on 15 percent of personnel costs.
  3. The period for this grant began July 1, 1993. Therefore, the proposed resolution provides for ratification of action previously taken.
  4. A Disability Access Checklist, completed by the Department, is contained in the Board file.
  5. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

Sponsor State Dept. of Health Services Division Family Health  
 Contact Person Dick Lowmeyer Section Dental Bureau  
 Address 601 North 7th Street Contact Person Samantha Stephen  
Sacramento 95814 Telephone 468-3175  
 Amount Requested \$ 12,708 Application Deadline 30 April 1993  
 Term: From 7-1-93 To 6-30-94 Notification Expected 01 June 1993  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 12,708 from the period of 7-1-93 to 6-30-94  
 to provide dental health education in S.F. elementary schools services.

II. Summary: (Concise summary, and address: number of groups served, services, and providers)

This grant funds an education program in its 7th year to pre and elementary school children. This program provides dental and nutrition education, dental screening and follow-up and teacher training, and will serve 6000 children targeted as the most needy.

III. Outcomes/Objectives:

It is expected that increased dental health knowledge and decrease dental disease risk factors will result after learning healthy behaviors.

IV. Effects of Reduction or Termination of These Funds:

More dental disease among children in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	12,708	12,708	12,708	0		
Personnel	10,752	10,752	10,100	- 652		
Equipment	0	0	0	0		
Contract Svc.	0	0	0	0		
Mtl. & Supp.	921	921	1,008	+ 87		
Facilities/Space	0	0	0	0		
Other	400	400	400	0		
Indirect Costs	635	635	1,200	+ 565		

VI. Data Processing

(Leave included blank)

VII. Personnel

F/T CSC \_\_\_\_\_  
 P/T CSC \_\_\_\_\_ 20% time \_\_\_\_\_  
 Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 Employee is only working on this grant funded position.

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Quotation Form)



Item 1g - File 146-93-44

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health, Family Health Bureau, to apply for retroactively, accept and expend a grant augmentation of \$21,052, which includes administrative costs in the amount of \$190, from the California Family Planning Council, Inc., for the increase in base funding level to provide family planning medical services; providing for ratification of action previously taken.

**Grant Amount:** \$21,052

**Grant Period:** January 1, 1993 to December 31, 1993

**Source of Funds:** California Family Planning Council, Inc.

**Project:** Family Planning and Pregnancy Testing

**Description:** The proposed grant would augment a grant, previously approved by the Board of Supervisors, that supports family planning and pregnancy testing services to San Francisco residents. The target population consists of low-income, ethnically diverse women, aged 15 to 44. Services would be provided at various DPH District Health Centers. The augmentation would increase the base level of funding to support an expansion of services.

Memo to Government Efficiency and Labor Committee  
September 1, 1993 Government Efficiency and Labor Committee Meeting

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Asst. Health Educator	.33	\$19,153
	<u>Materials and Supplies</u>		1,709
	<u>Indirect Costs</u> (1% of personnel costs)		<u>190</u>
	Total Grant		\$21,052

**Required Match:** None

**No. of Persons Served:** Entire grant serves 13,100

**Indirect Costs:** \$190

**Comments:**

1. The proposed \$21,052 augmentation would increase the previously approved grant of \$358,922 to \$379,974, which represents a 5.9 percent increase.
2. The proposed augmentation would include \$190 for indirect costs, based on one percent of personnel costs.
3. The remaining full year salary and benefits cost for the Assistant Health Educator would be supported by various grant funds, according to Ms. Liz Rojas of the DPH.
4. The application deadline for the proposed grant augmentation was July 6, 1993. Therefore, the proposed resolution provides for the ratification of action previously taken.
5. A Disability Access Checklist, completed by the Department, is contained in the Board file.
6. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Grantor Cal. Family Planning Council, Inc. Division Community Health Services  
 Contact Person Thomas Kring Section Family Health Bureau  
 Address 3600 Wilshire Blvd, Suite 600  
Los Angeles, CA 90010 Contact Person Stephen Purser  
 Telephone 554-2565  
 Amount Requested \$ 21,052 Application Deadline July 6, 1993  
 Term: From 01/01/93 To 12/31/93 Notification Expected September 1, 1993  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~(XXXXXXX)~~ (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 21,052 from the period of 01/01/93 to 12/31/93  
 to provide family planning and pregnancy testing services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

This grant enables the continuation of family planning and pregnancy testing services to San Francisco residents. The target population consists of low-income, ethnically diverse women ages 15-44. Services will be provided at various Health Department District Health Centers. Supplemental request allows for an increase in the base funding and an expansion of services.

III. Outcomes/Objectives:

To provide medical examinations and contraceptive supplies in compliance with CFPC requirements for approximately 13,100 patient visits.

IV. Effects of Reduction or Termination of These Funds:

Increases in unplanned pregnancy and sexually transmitted diseases.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>N/A</u>	<u>358,922</u>	<u>379,974</u>	<u>+ 21,052</u>		
Personnel		<u>170,000</u>	<u>189,153</u>	<u>+ 19,153</u>		
Equipment		<u>2,000</u>	<u>2,000</u>	<u>-0-</u>		
*Contract Svc.		<u>163,000</u>	<u>163,000</u>	<u>-0-</u>		
Mat. & Supp.		<u>20,222</u>	<u>21,931</u>	<u>+ 1,709</u>		
Facilities/Space		<u>-0-</u>	<u>-0-</u>	<u>-0-</u>		
Other (travel)		<u>2,000</u>	<u>2,000</u>	<u>-0-</u>		
Indirect Costs		<u>1,700</u>	<u>1,890</u>	<u>+ 190*</u>		

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	<u>N/A</u>	<u>4.5</u>	<u>5.5</u>	<u>+ 1.0</u>	
P/T CSC		<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	
Contractual		<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)

\*Includes indirect administrative rate of 1% of personnel as approved by funding source



Item 1h - File 148-93-6

**Department:** Public Works

**Item:** Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of up to \$7,307,800 for pavement renovation of various streets foregoing reimbursement of indirect costs.

**Grant Amount:** up to \$7,307,800

**Grant Period:** September 1, 1993 through December 31, 1997 (4 years)

**Source of Funds:** U.S. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

**Project:** Surface Transportation Program (STP) Pavement

**Description:** The proposed new Federal grant funding would be used by the Department of Public Works (DPW) to resurface the pavement of the following streets over the next four years:

Dolores Street (25th Street to San Jose Avenue)  
Church Street (Market to 30th Streets)  
Stockton Street (Ellis to Washington Streets)  
Ocean Avenue (San Jose Avenue to Junipero Serra Boulevard)  
Pine Street (Battery to Taylor Streets)  
Indiana Street (Mariposa to Army Streets)  
Monterey Boulevard (Circular to Yerba Buena Avenues)  
Bayshore Boulevard (Key Avenue to County Limit)  
Rhode Island (Mariposa to 22nd Streets)  
Presidio Avenue (Pacific Avenue to Geary Boulevard)  
Clayton Street (Oak to Market Streets)  
Cargo Way (3rd to Jennings Streets)  
Steuart Street (Howard to Folsom Streets)  
Sacramento Street (Drumm to Mason Streets)  
Hyde Street (Pacific Avenue to Jefferson Street)  
First Street (Market to Harrison Streets)  
Foerster Street (Judson to Teresita Streets)  
Franklin Street (Pacific to Chestnut Streets)  
Van Ness Avenue (Market Street to Golden Gate Avenue)  
Castro Street (18th to Clipper Streets)  
Union Street (Stockton to Lyon Streets)  
Taylor Street (Golden Gate Avenue to California Street)  
Jefferson Street (Embarcadero to Hyde Street)  
Post Street (Van Ness to Presidio Avenues)  
Laguna Honda (Clarendon Avenue to Portola Drive)  
Leavenworth Street (McAllister to California Streets)  
Kearny Street (Post to Broadway Streets)

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Sixteenth Street (Pennsylvania to Potrero Streets)  
Great Highway (Lincoln to Sloat Avenues).

If awarded the proposed grant, the City would enter into an agreement with the California Department of Transportation (CALTRANS), to carry out the proposed pavement renovation project. CALTRANS would be responsible for the administration of the project. In addition, the proposed resolution would authorize the Director of the Department of Public Works to act as agent of the City and County in conducting all negotiations and in executing and submitting all documents, including but not limited to the application, agreements, amendments and payment requests, which may be necessary to apply for, accept and expend Federal funds for construction costs and to execute any and all necessary documents for the proposed pavement renovation project.

**Project Funding:** Design

San Francisco Transportation Authority Sales Tax	\$1,023,050
--	-------------

Construction

Proposed ISTEAGrant	\$7,307,800
San Francisco Transportation Authority Sales Tax	<u>1,899,650</u>
Subtotal Construction	<u>9,207,450</u>
Total Project Cost	\$10,230,500

**Required Match:** The funding source for the required local match would be Sales Tax from the San Francisco Transportation Authority. The local match would be allocated as follows:

Design	\$1,023,050
Construction	<u>1,899,650</u>
Total	\$2,922,700

**Indirect Costs:** The funding source, the Intermodal Surface Transportation Efficiency Act, does not permit the inclusion of indirect costs in grant awards.

**Comments:**

1. The Disability Access Checklist is on file with the Clerk of the Board.
2. The Summary of Grant Request Form, as prepared by the DPW, is attached.
3. The application deadline for the proposed grant was July 1, 1993. Therefore, the proposed resolution should be amended to authorize the DPW to apply for the proposed grant funds retroactively.

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4. According to Mr. Joe Ovadia of the DPW, the Department has already been awarded the proposed ISTE grant, in the amount of \$7,307,800. However, costs have not been incurred against this award. Therefore, the proposed resolution should also be amended to authorize the DPW to accept the proposed grant funds retroactively.

5. The DPW has not yet selected the contractor for the proposed project. Therefore, the total \$7,307,800 which is budgeted for contractual services should be reserved pending the selection of the contractors, the MBE/WBE status of the contractors, and the contract cost details.

**Recommendations:** 1. Amend the proposed resolution to authorize the Department of Public Works to apply for, and accept the proposed grant funds retroactively.

2. Reserve \$7,307,800, pending the selection of the contractors, the MBE/WBE status of the contractors, and the contract cost details.

File Number 14-93-6

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Public Works

Contact Person: Joe Ovadia Telephone: 554-8250

Project Title: Surface Transportation Program (STP) Pavement

Grant Source: Renovation Intermodal Surface Transportation Efficiency Act of 1991

Proposed (New / Continuation) Grant Project Summary:

The Surface Transportation Program (STP) is a grant under the Intermodal Surface Transport Efficiency Act of 1991 which authorizes Federal highway and transit program for the next six years.

Amount of Grant Funding Applied for: \$7,307,800

Maximum Funding Amount Available: \$7,307,800

Required Matching Funds: \$1,899,650 for construction; \$1,023,050 for design

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$6,600,000 (approximately)

Will Contractual Services be put out to Bid? Yes



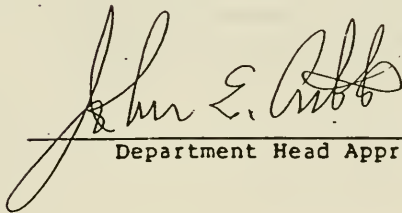
Term of Grant: From September, 1993, through December, 1997.

Date Department Notified of Available funds: November, 1992

Application Due Date: July 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Grant will not cover ineligible costs nor will it pay for indirect costs:

A handwritten signature in dark ink, appearing to read "John E. Rabb", is written over a horizontal line. The signature is fluid and cursive.

Department Head Approval



Item 1i - File 148-93-7

**Department:** Public Works

**Item:** Resolution authorizing the Director of Public Works to execute the necessary documents to apply for, accept and expend \$200,000 of Transportation Development Act (TDA) Article 3 funds for the construction of curb ramps.

**Grant Amount:** \$200,000

**Grant Period:** Fiscal Year 1993 - 94

**Source of Funds:** State Transportation Development Act (TDA) Article 3 funds.

**Project:** Curb Ramp Construction

**Description:** The Transportation Development Act (TDA) Article 3 is a State grant program which provides funds for bicycle and pedestrian projects. The Metropolitan Transportation Commission (MTC) makes grant funds available annually under TDA Article 3 to nine Bay Area counties for pedestrian and bicycle related projects. The Department of Public Works (DPW) has estimated that there are approximately 10,000 curb ramps throughout the City and County that need to be newly constructed or reconstructed to meet Federal Americans with Disabilities Act (ADA) requirements at a total cost of \$12 million. The DPW has completed roughly 22 percent of these locations with other Federal, State, and local funds, and requires additional funding to continue this work. The proposed grant funds would be used to provide continuation funding for the construction of sidewalk curb ramps for persons with disabilities at various locations throughout the City and County.

The proposed resolution would authorize the Director of the Department of Public Works to act as agent of the City and County in conducting all negotiations and in executing and submitting all documents, including but not limited to the application, agreements, amendments and payment requests, which may be necessary to apply for, accept and expend State TDA funds for construction costs and to execute any and all necessary documents for the proposed curb ramp construction.

**Budget:** Engineering and Construction Management  
DPW-Bureau of Engineering

<u>Position</u>	<u>Hourly Rate*</u>	<u>Total Hours</u>	<u>Amount</u>
Senior Street Inspector	\$61.73	103	\$6,359
Senior Clerk Typist	32.75	130	4,268
Civil Engineering Assoc.II	52.55	189	9,932
Civil Engineering Assoc. I	45.39	219	9,940
Engineering Trainee 2	32.10	<u>435</u>	<u>13,963</u>
Subtotal Bureau of Engineering		1,076	\$44,462

Construction  
DPW--Bureau of Building Repair

<u>Position</u>	<u>Hourly Rate*</u>	<u>Total Hours</u>	<u>Amount</u>
Cement Supervisor I	\$56.00	295	\$16,520
Cement Mason	43.00	1,329	57,147
General Labor Supervisor I	38.00	632	24,016
General Labor	35.00	1,269	44,415
Truck Driver	40.00	<u>336</u>	<u>13,440</u>
Subtotal Bureau of Building Repair		3,861	\$155,538

Total Project Cost \$200,000

\* Indirect costs are included in the hourly rates of the project budget (see Comment #5).

**Required Match:** None

**Indirect Costs:** \$2,500 (see Comment #5).

**Comments:**

1. The Disability Access Checklist is on file with the Clerk of the Board.
2. The Summary of Grant Request Form, as prepared by the DPW, is attached.
3. The application deadline for the proposed grant was July 1, 1993. Therefore, the proposed resolution should be amended to authorize the DPW to apply for the proposed grant funds retroactively.
4. According to Mr. Ron Fong of the DPW, the Department has not yet been awarded the proposed TDA Article 3 State grant funds and expenses have not been incurred against this award.
5. Indirect costs in the amount of \$2,500 have been included in the hourly rates of the project budget. However, these indirect

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

costs are not indicated in the title and body of the proposed legislation. Therefore, the proposed resolution should be amended to indicate that indirect costs in the amount of \$2,500 are included in the proposed grant in the title and body of the proposed resolution.

- Recommendation:**
1. Amend the proposed resolution to authorize the Department to apply for the proposed grant funds retroactively.
  2. Amend the proposed resolution to indicate that indirect costs in the amount of \$2,500 are included in the proposed grant in the title and body of the proposed resolution.
  3. Approve the proposed resolution as amended.

File No. \_\_\_\_\_

Letter of Intent to File a Grant Application  
(submitted in triplicate)

To: The Board of Supervisors  
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman

Project Title: Curb Ramp Construction

Grant Source: TDA Article 3

Proposed (New / Continuation) Grant Project Summary:

Transportation Development Act (TDA) Article 3 is a State grant program which provides funds for bicycle and pedestrian projects. This grant request is for curb ramp construction at various locations throughout the City and County of San Francisco.

Amount of Grant Funding Applied for: \$200,000

Maximum Funding Amount Available: \$200,000

Required Matching Funds: 0

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A



Letter of Intent to File Grant Application  
Page 2

Term of Grant: For Fiscal Year 1993-94

Date Department Notified of Available funds: January 1993

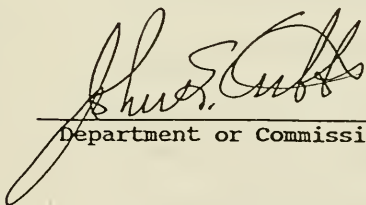
Application Due Date: As soon as possible

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Article 3 of the Transportation Development Act (TDA), as amended (Pub. Util. Code Secs. 99233.3 and 99234) and pursuant to applicable rules and regulations (21 Cal. Adm. Code 6600 et. seq. ).

Assessment of Need for Grant Funding:

The Department of Public Works has estimated that there are roughly 10,000 curb ramps throughout the City that need to be newly constructed or reconstructed to meet federal ADA requirements, at a total cost of approximately \$12 million. With other federal, state and local funds, DPW has completed roughly 22 percent of these locations and requires additional funding to continue this work.



Department or Commission Approval



Item 1j - File 150-93-4

**Department:** Recreation and Park Department

**Item:** Resolution authorizing the Recreation and Park Department to apply for grant funds in the amount of \$476,000 from the Intermodal Surface Transportation Efficiency Act, for the renovation of the Civic Center Plaza Pedestrian Walkway, waiving indirect costs.

**Grant Amount:** \$476,000

**Grant Period:** July 1, 1994 through June 30, 1997

**Source of Funds:** U.S. Intermodal Surface Transportation Efficiency Act (ISTEA)

**Project:** Civic Center Plaza Pedestrian Walkway

**Description:** The proposed renovation project would provide a clear and continuous flow of pedestrian traffic through the San Francisco Civic Center Plaza by removing the reflecting pool which impedes traffic, and installing grade level artistic pavement.

**Budget:**

Engineering/Design	\$85,000
Construction	<u>510,000</u>
Total	\$595,000
Proposed ISTEA Grant	\$476,000
Local Match	<u>119,000</u>
Total	\$595,000

**Required Match:** \$119,000--The funding source for the required local match would be Open Space funds which have been appropriated for fiscal year 1993-94.

**Indirect Costs:** The Federal funding source, the Intermodal Surface Transportation Efficiency Act, does not permit the inclusion of indirect costs in grant awards.

**Comments:**

1. The Disability Access Checklist is on file with the Clerk of the Board.
2. The Summary of Grant Request Form, as prepared by the Recreation and Park Department, is attached.
3. The application deadline for the proposed grant was August 16, 1993. Therefore, the proposed resolution should be amended to authorize the Recreation and Park Department to apply for the proposed grant funds retroactively.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. Mr. Phil Arnold of the Recreation and Park Department reports that when the Department requests authorization from the Board of Supervisors to accept and expend the proposed grant funds, the Department will provide a more detailed project budget.

**Recommendation:** Given that the proposed renovation project would change the configuration and appearance of the Civic Center Plaza by removing the reflecting pool, approval of the proposed resolution is a policy matter for the Board of Supervisors.

File Number \_\_\_\_\_

**Grant Application Information Form**

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Recreation and Park Department

Contact Person: Deborah Learner Telephone: 666-7087

Project Title: Civic Center Plaza Pedestrian Walkway

Grant Source: Intermodal Surface Transportation Efficiency Act

**Proposed (New/Continuation) Grant Project Summary:**

This renovation project will provide a clear and continuous flow of pedestrian traffic through the San Francisco Civic Center Plaza by removing the reflecting pool which impedes traffic, and installing grade level artistic pavement.

Amount of Grant Funding Applied for: \$476,000

Maximum Funding Amount Available: \$1,000,000

Required Matching Funds: \$119,000

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: All

Will Contractual Services be put out at bid? Some; some will be done by DPW.

Grant Application Information Form  
Page 2

Term of Grant: 1994 to 1997

Date Department Notified of Available funds: June 1993

Application Due Date: August 16, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds are available for transportation enhancement projects, above and beyond normal mitigation from transportation project. Must be linked by proximity, impact or function to an intermodal surface transportation system. Several categories of enhancement activities from which to choose. No indirect costs are allowed. Federal funds passed through state; state takes an administrative cut.

Funds allocated for next three years of funding with this round of applications.

  
\_\_\_\_\_  
Department Head Approval



Memo to Government Efficiency and Labor Committee  
September 1, 1993 Government Efficiency and Labor Committee Meeting

Item 1k - File 152-93-5

**Department:** Sheriff (acting as representative for the Court Management System that serves the Sheriff, Police, District Attorney and Superior and Municipal Court Departments).

**Item:** Resolution authorizing the Sheriff to apply for a new, one-time grant to provide automated criminal arrest and case disposition reporting.

**Grant Amount:** \$20,000

**Source of Grant:** California Department of Justice (State of California)

**Project:** Automated Disposition Reporting

**Description:** Section 13150, et seq., of the California Penal Code, requires reporting criminal arrest and case disposition data to the State. Currently, such data is accumulated manually and transmitted to the State on paper documents. The proposed grant would provide one-time funding for the Controller's Information Systems Division to develop a computer program to accumulate criminal arrest and case disposition data and to generate a magnetic computer tape compatible with the State's computers that can be transmitted to the State.

**Grant Budget:**

Programmer (360 hours @ \$51.57)	\$18,565
Computer Time	<u>1,031</u>
Total Proposed Grant Estimate	\$19,596

**Required Match:** None

**Indirect Costs:** None (Grantor does not allow indirect costs, therefore, the proposed resolution states that indirect costs are not included.)

**Comments:**

1. The total required funding based on the estimated hours of programming services and the current hourly rate is \$19,596 or \$404 less than the \$20,000 amount stated in the proposed resolution.
2. Separate, future legislation will be submitted to accept and expend the proposed grant.
3. The Letter of Intent to File a Grant Application prepared by the Sheriff is attached.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
September 1, 1993 Government Efficiency and Labor Committee Meeting

4. The Disability Access Checklist is in the Board file.

**Recommendation:** Approve the proposed resolution.

Letter of Intent to File a Grant Application  
(submitted in triplicate)

To: The Board of Supervisors  
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Sheriff

Contact Person: Sgt. Philip H. Fairbrother or Sgt. Philip E.T. Tutt 554-2980

Project Title: Automated Disposition Reporting

Grant Source: California Department of Justice

Proposed (New / Continuation) Grant Project Summary:

To enable the City and County of San Francisco to provide automated criminal arrest and disposition reporting to the California Department of Justice, pursuant to Sections 13150 et seq. of the California Penal Code.

Said disposition reporting is required by law, and is presently accomplished via hand tabulation and paper records. Grant funds applied for herein would enable the City and County of San Francisco to implement a tape disposition reporting directly from the Court Management System computer to the California Department of Justice. Disposition reporting would thereby be accomplished in a timely and convenient manner, with reduction of labor and savings in time and staff utilization costs to the City.

Amount of Grant Funding Applied for: \$19,596

Maximum Funding Amount Available: \$20,000

Required Matching Funds: none

Number of Positions Created and Funded: none

Amount to be Spent on Contractual Services: \$19,596 to existing contractor

Will Contractual Services be put out to Bid? no - services will be provided by staff currently under contract to support Court Management System.



Item 2 - File 156-93-3

**Department:** Private Industry Council (PIC)

**Item:** Resolution approving modification for 1993-94 to the County Refugee Plan and allocations of refugee funds to service providers, and authorizing the Private Industry Council to contract with the State and expend refugee funds in the amount of \$761,389.

**Amount:** \$761,389

**Description:** The Private Industry Council, a non-profit organization, administers three sets of refugee funds on behalf of the City. These funds originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services (SDSS). The Refugee Employment Social Services funds (RESS), the Refugee Targeted Assistance Program (RTAP) Title VII funds and the Mutual Assistance Association (MAA) funds are used to provide employment and training services to refugees who are receiving public assistance. The PIC contracts with community-based agencies for the provision of direct services to the program clients. The State allows the PIC to budget up to 15 percent of the total amount allocated for administrative purposes.

The PIC reports that the actual total amount to be received for refugee services is \$770,458 or \$9,069 more than the \$761,389 included in the proposed legislation. Therefore, the proposed legislation should be amended to reflect the actual amount. The proposed sources of funds, and the expenditure plan based on the \$770,458, are as follows:

**Sources of Funds**

RESS Funds	\$356,293
RTAP Funds	388,921
MAA Funds	<u>25,244</u>
Total Refugee Funding	<u>\$770,458</u>

**Proposed Expenditures**

PIC Administration	\$118,639
Contractual Services:	
Third Baptist Church	Employment Services 13,030

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Mutual Assistance Association Council, Inc.	Employment Services	\$81,671
Jewish Vocational Services	Employment Services and Referral and Case Management of On-the-Job Training Services	195,920
International Rescue Committee	Case Management, Central Intake Point for Client Assessment, Referral and Tracking	113,556
Catholic Charities	Employment Services and Referral and Case Management of On-the Job Training Services	130,000
Transportation and Ancillary Services*		47,707
On-the-Job Training Set Aside**		<u>69,935</u>
Total		<u>\$770,458</u>

\*Ancillary services includes books, clothing, tools or fees needed for a training assignment.

\*\* On-the-job set aside monies are used to reimburse employers for up to 50 percent of the hourly rate paid to program participants involved in on-the-job training.

**Comments:**

1. Employment services consist of activities which include but are not necessarily limited to job assessment, job development and job placement services.

2. Mr. Greg Marutani, Vice President of Administration of the PIC, advises that a verbal protest has been registered with the PIC by the Executive Director of the Career Resource Development Center (CRDC), a non-profit agency, regarding the circumstances surrounding the vote by the PIC Refugee Committee to not fund the CRDC in 1993-94. The PIC has contracted with the CRDC to provide various refugee services, including vocational training services, since 1983 (with the exception of 1991). The above noted protest came after an initial vote by the Committee on the proposed amounts to be allocated to individual contractors for the provision of refugee services was declared void, due to a conflict of interest involving a Committee member. This initial vote would have potentially provided funding to CRDC. When the Committee subsequently reconvened to

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vote on this issue, the vote taken was against funding the CRDC. According to Mr. Marutani, the Committee's voting process is being contested primarily on the basis that the Committee did not allow additional testimony at the second meeting prior to taking the vote and did not use proper internal procedures in conducting the second vote. Mr. Marutani advises that the Committee believes that it did exercise proper procedures with respect to the meeting as well as the second vote.

3. Mr. Marutani advises that PIC staff had recommended that CRDC not be funded due to the agency's high cost per client served and the shift in the refugee population from predominantly South East Asian immigrants, which CRDC has historically served, to Jewish immigrants from Russia. Mr. Marutani reports that the CRDC's proposed 1992-93 average rate per client based on 45 clients served was \$4,140 per client. According to Mr. Marutani, the average rate per client charged by the other contractors which were recommended for funding, ranged from a low of \$886 (employment services) to a high of \$1,580 (vocational training services). It should be noted, according to Mr. Marutani, that under CRDC's 1992-93 proposal CRDC proposed to serve 25 South East Asian immigrants and 20 Russian immigrants.

4. The proposed 1993-94 allocation of \$770,458 is \$82,323 or 9.7 percent less than the \$852,781 allocation received for 1992-93.

5. The PIC reports that for FY 1993-94, a total of 306 refugees will receive services of which 236 or 77 percent will be placed in full and part-time jobs. PIC advises that in FY 1992-93, a total of 540 refugees received services. It should be noted that PIC's 1992-93 grant period was extended by an additional two months, therefore, the 540 refugees were served over a period of 14 months. As of the writing of this report, the PIC had not finalized its count on the number of refugees which were placed in full and part-time jobs. Federal guidelines require that a client remain on the job 90 days after the date of hire before they are considered to be officially "placed" on the job. Mr. Muratani estimates that 265 refugees were placed in jobs during FY 1992-93.

6. The PIC advises that the State contract has an effective start-up date of September 1, 1993. Therefore, the proposed resolution should be amended to authorize the PIC to enter into the State contract retroactively.

7. As noted above, the actual total amount of refugee funds to be received by the City is \$770,458. Therefore, the proposed resolution should be amended to reflect \$770,458 instead of \$761,389.

8. Attached is a Summary of Grant Request, as prepared by the PIC, for each of the three sets of refugee funds (see Attachment ).

9. A Disability Access Checklist, which addresses all of the program sites, is included in the Clerk of the Board file.

- Recommendations:**
1. Amend the proposed resolution to authorize the PIC to enter into the State contract retroactively.
  2. Amend the proposed resolution to reflect the actual grant amount of \$770,458 instead of \$761,389.
  3. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

**SUMMARY OF GRANT REQUEST**File No.: **156-93-3 (RESS)**

Grantor: **Refugee Immigration Program Branch/DSS** Agency: **Private Industry Council of San Francisco, Inc.**  
 Contact Person: **Pat Patridge** Section: **N/A**  
 Address: **744 'P' Street** Contact Person: **Joyce Crum/Greg Marutani**  
**Sacramento, CA 95814** Telephone: **621-6853**  
 Amount Requested: **\$428,761** Application Deadline: **N/A**  
 Term: From: **July 1, 1993** to: **December 31, 1994** Notification Expected: **N/A**  
 Board of Supervisors: **Government Efficiency -**  
**Full Board -**

**I. Item Description:**

Request to accept and expend a new allocation grant in the amount of **\$356,293** from the period of **September 1, 1993** to **September 30, 1994** to provide acculturation services.

**II. Summary:**

To provide employment and training services to refugees receiving public assistance.

**III. Outcomes/Objectives:**

Training of refugees that leads to employment.

**IV. Effects of Reduction or Termination of These Funds:**

Reduce services for refugees and increase the financial burden for the City and County of San Francisco.

**V. Financial Information:**

	Column A Initial	Column B Proposed	Column C Total Grant
Subcontract Services:	N/A	<b>\$302,849</b>	<b>\$302,849</b>
PIC Administration:	<u>N/A</u>	<u><b>\$53,444</b></u>	<u><b>\$53,444</b></u>
Total:	N/A	<b>\$356,293</b>	<b>\$356,293</b>

**VI. Data Processing: N/A****VII. Personnel: N/A**

FT/CSC N/A  
PT/CSC N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, how?  
N/A

**VIII. Contractual Services: Open Bid XX Sole Source \_\_\_\_\_**

## SUMMARY OF GRANT REQUEST

File No.: 156-93-3 (RTAP)

Grantor: Refugee Immigration Program Branch/DSS Agency: Private Industry Council of San Francisco, Inc.

Contact Person: Pat Patridge

Section: N/A

Address: 744 'P' Street

Contact Person: Joyce Crum/Greg Marutani

Sacramento, CA 95814

Telephone: 621-6853

Amount Requested: \$395,049

Application Deadline: N/A

Term: From: October 1, 1993 to: Sept. 30, 1994

Notification Expected: N/A

Board of Supervisors: Government Efficiency

Full Board

## I. Item Description:

Request to accept and expend a new allocation grant in the amount of \$388,921 from the period of October 1, 1993 to September 30, 1994 to provide employment and training services.

## II. Summary:

To provide employment and training services to refugees receiving public assistance.

## III. Outcomes/Objectives:

Training of refugees that leads to employment.

## IV. Effects of Reduction or Termination of These Funds:

Reduce services for refugees and increase the financial burden for the City and County of San Francisco.

## V. Financial Information:

	Column A Initial	Column B Proposed	Column C Total Grant
Subcontract Services:	N/A	\$327,513	\$327,513
PIC Administration:	N/A	\$61,408	\$61,408
Total:	N/A	\$388,921	\$388,921

## VI. Data Processing: N/A

## VII. Personnel: N/A

FT/CSC N/A

PT/CSC N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, how?

N/A

VIII. Contractual Services: Open Bid XX Sole Source \_\_\_\_\_

## SUMMARY OF GRANT REQUEST

File No.: 156-93-3 (MAA Incentive)

Grantor: Refugee Immigration Program Branch/DSS Agency: Private Industry Council of San Francisco, Inc.  
 Contact Person: Pat Patridge Section: N/A  
 Address: 744 'P' Street Contact Person: Joyce Crum/Greg Marutani  
 Sacramento, CA 95814 Telephone: 621-6853  
 Amount Requested: \$25,244 Application Deadline: N/A  
 Term: From: Sept. 1, 1993 to: Sept. 30, 1994 Notification Expected: N/A  
 Board of Supervisors: Government Efficiency -  
 Full Board -

## I. Item Description:

Request to accept and expend a new allocation grant in the amount of \$25,244 from the period of September 1, 1993 to September 30, 1994 to provide acculturation services.

## II. Summary:

To provide acculturation services to refugees by a Mutual Assistance Association organization.

## III. Outcomes/Objectives:

To provide refugees with a better understanding of the systems and agencies with which they deal on a daily basis (i.e., health, transportation, law enforcement, education, etc.)

## IV. Effects of Reduction or Termination of These Funds:

Reduce services for refugees and increase the financial burden for the City and County of San Francisco.

## V. Financial Information:

	Column A Initial	Column B Proposed	Column C Total Grant
Subcontract Services:	N/A	\$21,457	\$21,457
PIC Administration:	N/A	\$3,787	\$3,787
Total:	N/A	\$25,244	\$25,244

## VI. Data Processing: N/A

## VII. Personnel: N/A

FT/CSC N/A

PT/CSC N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, how?  
 N/A

VIII. Contractual Services: Open Bid ☒ Sole Source ☐





Item 3 - File 172-93-37

**Department:** Department of Parking and Traffic (DPT)  
Purchaser  
San Francisco County Transportation Authority

**Item:** Resolution authorizing City departments to execute agreements with the San Francisco County Transportation Authority for AB 434 funding whereby the City would indemnify the Transportation Authority from claims resulting from the City's performance of said agreements.

**Description:** Assembly Bill (AB) 434 created the Transportation Fund for Clean Air in the Bay Area and provided authority to the Bay Area Air Quality Management District (BAAQMD) to implement the Bay Area Clean Air Plan which includes the implementation of transportation programs and projects that achieve emission reductions from motor vehicles. AB 434 also required the Bay Area Air Quality Management District to impose a surcharge on motor vehicle registration fees to implement the Bay Area Air Plan. The Bay Area Air Quality Management District approved a \$4.00 surcharge on motor vehicle registration fees which became effective on April 1, 1993. The \$4.00 surcharge, which would accrue to the District's Transportation Fund for Clean Air in the Bay Area, would be used for expenses incurred in implementing AB 434 programs.

The Chief Administrative Officer (CAO) previously applied for a total of \$1,285,475 in AB 434 grant funding for seven projects in June, 1993 (File 133-93-1) from BAAQMD. The BAAQMD also allocates AB 434 funding to the City by formula through the San Francisco County Transportation Authority in addition to competitive grant funding.

The proposed resolution would authorize City departments to execute agreements with the Transportation Authority for AB 434 formula allocation funding for four projects in Fiscal Year 1993-94 and future years. Such agreements would include provisions to indemnify the Transportation Authority from claims resulting from the City's performance of the agreements. Such indemnification provisions are required by the Transportation Authority as a condition for receiving formula grant funding.

The Transportation Authority has awarded a total of \$198,500 in AB 434 formula grant funds to City departments for four projects in Fiscal Year 1993-94 as follows:

Hall of Justice/Bart Shuttle Service \$28,500

The Department of Parking and Traffic would implement a shuttle service to provide a direct transit link between the Civic Center BART/MUNI Metro rail station and the Hall of Justice. DPT would purchase a 10-12 passenger van that would be driven by existing DPT staff between the Hall of Justice and the BART/MUNI station just before the beginning of major employee shifts and just after the end of employee shifts. The van would make between 10 and 15 round trips per day and would be in operation between two and three hours per day. The objective of the program is to decrease the number of City and County employees who drive alone to work. The total cost of the program is as follows:

Purchase of 10-12 Passenger Van	\$23,000
Tax and License Fees	2,400
Fuel and maintenance (2 years)	2,000
Marketing and Promotion	<u>1,100</u>
Total	\$28,500

Van Ness Avenue Traffic Signal Timing 50,000

The Department of Parking and Traffic will implement a traffic signal timing project which will result in improved traffic signal timing on Van Ness Avenue. Existing signal timings on Van Ness Avenue have not been reviewed in a comprehensive manner since 1984.

The project would utilize computer programs to optimize traffic signal timing based on current traffic volumes and patterns. The study would include the 30 traffic signals on Van Ness Avenue from Fell to Bay Streets, plus 14 additional signals on Lombard Street/US 101 from Van Ness Avenue to the Golden Gate Bridge approach at Richardson Avenue and Francisco Street. The new

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signal timing schemes will then be implemented by the Department of Parking and Traffic signal maintenance staff. The traffic count and computer analysis portions of the project will be performed by a Transportation Engineering consulting firm.

Consultant Contract	\$44,000
Contract Management	3,000
Signal timing Implementation	<u>3,000</u>
Total	\$50,000

Purchase of Five Alternate Fuel (Compressed Natural Gas) Vehicles	\$100,000
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The objective of this project is to replace five mid-size gasoline-powered automobiles with five compressed natural gas (CNG) vehicles. The five autos proposed for replacement are operated by the Board of Supervisors, Sheriff and District Attorney. Each auto that would be replaced has in excess of 75,000 miles and meets the City's established policy for replacement.

The Purchasing Department's Central Shops Division will be responsible for the acquisition, conversion, placement in service, maintenance, and monitoring of the CNG vehicles.

Purchase of One Alternate Fuel (Electric )Vehicle	<u>20,000</u>
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The Department of Parking and Traffic is requesting one electric 3-wheel vehicle to be used for the enforcement of parking regulations in San Francisco. This vehicle will replace a gasoline-powered 3-wheel vehicle that has been retired as part of the DPT's vehicle replacement policy. This application is made in conjunction with a request for five additional 3-wheel vehicles being made to the Bay Area Air Quality Management District through the competitive AB 434 grant process. The price for one 3-wheel electric vehicle will be approximately \$20,000.

Total	\$198,500
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**Comments:**

1. In addition to the four projects listed above, the proposed resolution would provide blanket authorization for future agreements, including indemnification provisions, between City Departments and the Transportation Authority for projects funded by AB 434 formula grant funds.
2. Mr. Preston Tom of the City Attorney's Office has developed acceptable language for the indemnification provisions to be included in each agreement between City Departments and the Transportation Authority.
3. Because the Board of Supervisors is also the Transportation Authority, Board approval of the formula grants of AB 434 funds from the Transportation Authority to City Departments is not required.

**Recommendation:** The approval of a resolution to authorize agreements, including indemnification provisions, for Fiscal Year 1993-94 and future years is a policy matter for the Board of Supervisors.

Item 4- File 47-93-7

**Department:** Department of Parking and Traffic

**Item:** Resolution approving and authorizing implementation of the Ellis-O'Farrell Garage Marketing Plan.

**Description:** The proposed resolution would approve implementation of a series of promotions for the recently-renovated Ellis-O'Farrell Garage.

The Ellis-O'Farrell Garage is located at 123 O'Farrell Street. During 1992, seismic renovation and expansion of the garage from 912 spaces to 1,263 spaces was completed. Although the garage remained open during the construction period, the non-profit Ellis-O'Farrell Parking Corporation, that manages the garage under a lease agreement from the City, reports that usage was disrupted because portions of the garage could not be used at various times during construction. Since completion of the renovation in December 1992, the garage has remained underutilized.

The proposed marketing plan would provide three hours of free parking to holders of coupons. The normal charge for three hours of parking at the Ellis O'Farrell Garage is \$3.00. The coupons would be distributed in four advertising approaches: (1) a series of five direct mailings to 10,000 East Bay households (for a total of 50,000 households); (2) a cut-out coupon in the Food and Home supplement of the Chronicle for distribution in the South Bay on nine Wednesdays (reaching 152,510 households); (3) a similar cut-out coupon in the Chronicle for distribution in the North Bay (reaching 87,159 households); and (4) a strip coupon in the theater edition of the Performing Arts Magazine during the run of a particular performance. The cost of the advertising would be approximately \$5,622, which would be paid out of construction reserve funds maintained by the Ellis-O'Farrell Parking Corporation.

**Comments:**

1. The Parking and Traffic Commission approved a resolution recommending that the Board of Supervisors adopt the proposed marketing plan.
2. Mr. Kevin Hagerty of the Department of Parking and Traffic (DPT) states that the marketing plan has been designed to target potential garage users in the suburbs and outlying cities who may not be aware that the renovation of the Ellis-O'Farrell Garage has been completed, in hopes that once they try the garage they will use it again. The



marketing plan seeks more generally to attract people who may have abandoned shopping in San Francisco after the Loma Prieta earthquake.

San Francisco residents are not a target of the marketing plan, according to Mr. Hagerty, because City residents would probably be drawn from competing downtown garages, rather than representing an overall increase in downtown garage usage and shopping. Mr. Hagerty states that he believes that the three hours of free parking will primarily be used by persons who would not otherwise have used a downtown parking garage. Mr. Hagerty advises that, in the long run, he expects the promotion to generate income for the City in the form of both increased Parking Tax revenues and sales tax revenues from shoppers who patronize the downtown area instead of using regional shopping malls.

3. The City's lease with the Ellis-O'Farrell Parking Corporation requires the Corporation to contribute 85 percent of the net parking revenues to the City. However, the DPT does not anticipate a net revenue payment this fiscal year because of the size of debt service for the recent renovation of the garage. Under the provisions of the agreement with the Corporation, all parking revenues net of the operating expenses and the management fee must first be applied to debt service. Mr. Richard Dole of the Ellis-O'Farrell Corporation states that, if the number of patrons increased by approximately 10 percent, the garage would be able to start making payments of net revenue to the City. Mr. Dole reports that, because the number of patrons at the garage has actually decreased, the Ellis O'Farrell Parking Corporation developed the proposed marketing plan to boost garage usage so the garage might be able to generate the debt coverage required under the terms of the bonds.

4. Although the City budget does not anticipate a net revenue payment from the Corporation, Parking Tax payments are anticipated from the Ellis-O'Farrell Garage. To the extent that the coupons were used by persons who would have used the Ellis-O'Farrell Garage even without the coupons, the City would forego Parking Tax revenues. The City has not attempted this kind of promotion for a garage before, so any estimate of the response rate must be speculative. The one benchmark available from the Ellis-O'Farrell Parking Corporation is that a one percent response rate to the direct mail coupon would be considered successful.



The Budget Analyst has formulated an estimate of coupon usage based on a one percent response rate for the direct mail coupon and the Performing Arts Magazine strip coupon, and based on one percent of the circulation of the newspaper coupon using two coupons each over the nine times the coupons will appear. We assume that coupon users will be evenly distributed between 1-hour, 2-hour and 3-hour stays.

This analysis indicates that a total of 5,792 coupons may be redeemed, at a total cost in foregone garage revenues, if all coupon users would have used the garage without the coupon, of \$11,466. The direct cost to the City in this situation would be \$2,293 in foregone Parking Tax revenues. (The 25 percent Parking Tax is built into the parking rates, so it is calculated as 20 percent of the total revenues.) This is a very rough estimate, and only actual experience could result in more precise revenue estimates. The actual usage of coupons could be significantly more or less than estimated.

5. The Ellis-O'Farrell Parking Corporation has agreed to monitor the results of the promotion and report to the Parking and Traffic Commission. Mr. Hagerty states that DPT intends to use the analysis to prepare a more formal marketing plan for all downtown retail area garages.

6. Mr. Dole advises that the promotion will not be conducted during the holiday season, because the garage will probably experience increased demand at that time without promotional efforts.

#### **Recommendations:**

1. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

2. If this resolution is approved, the Budget Analyst recommends that the proposed resolution be amended to require a report from the Department of Parking and Traffic to the Board of Supervisors reflecting the results of the Ellis-O'Farrell marketing plan.



Item 5 - File 165-93-6

**Item:** Motion directing the Budget Analyst to conduct a comprehensive audit of the franchise fees paid by the operations of Viacom Cablevision under its Cable Television Franchise with the City.

**Description:** According to the proposed motion, the Budget Analyst would be directed to conduct a comprehensive and independent audit of the franchise fees paid by the operations of Viacom Cablevision under its Cable Television Franchise with the City.

**Comments:** 1. The proposed management audit is estimated to cost \$39,858 based on 600 hours to complete the audit at the Budget Analyst's average hourly rate of \$66.43.

2. The motion states that the audit will be paid from franchise fee payments made to the City by Viacom. Based on such funding, the Budget Analyst is prepared to allocate additional staffing resources in order to begin this audit immediately, as requested by the Author of the proposed motion.

3. This audit would include, but not be limited to, the following areas:

Review of Viacom Cablevision's financial records to verify the accuracy of franchise fee payments to the City pursuant to the franchise agreement.

Review the disposition by the City of all franchise fees for compliance with the City's Administrative Code and other City policies.

Review of new Federal regulations and court cases, concerning decontrol of cable industry and specifically the impact on the City's responsibilities regarding regulatory functions.

Analysis of cable rates and alternative potential rate structures and their impact on customers, revenues and franchise fee payments to the City.

**Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.

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Item 6 - File 102-93-3

1. This item is a hearing to consider the process of elimination of Civil Service security guard positions and their replacement by non-Civil Service Sheriff's cadets.

2. In Fiscal Year 1992-93, the Police Department's budget included nine 8202 Security Guard positions. These nine 8202 Security Guards guarded entrances to City Hall located at Van Ness Avenue, Polk Street and Grove Street and provided security at the Treasurer's Office. The City Hall entrance guards were responsible for screening persons entering City Hall and monitoring the metal detectors at the three entrances.

3. Based on a reduced General Fund allocation in the 1993-94 budget, the Police Department proposed eliminating non-uniformed (civilian) positions including stable attendants, clerks, graphic artists and all nine 8202 Security Guard positions.

4. Presently non-sworn Police Department staff are performing the security services for City Hall on a temporary basis and Police Officers are performing security services at the Treasurer's Office on a temporary basis. The Police Department has requested that the Treasurer's Office make arrangements to provide their own security services. However, in order to reestablish the security guard function at City Hall on a permanent basis for Fiscal Year 1993-94, the Mayor's Office assigned this function to the Sheriff's Office. The Sheriff's Office plans to reestablish the security guard function on a permanent basis by increasing the number of their budgeted 8274 Police Cadet positions by seven from two such positions in 1992-93 to nine such positions for 1993-94. 8274 Police Cadets (the term "Police" in the position title does not imply any connection with the Police Department but refers to the type of duties performed) in the Sheriff's Office perform various duties. Five 8274 Police Cadets will be assigned to perform the security guard function for City Hall on a rotating basis with their other training activities (two at one entrance, one each at the other two entrances and a Relief/Rover position). 8274 Police Cadets are hired to perform various duties in the Sheriff's Office such as clerical-office work, performing urine sampling of inmates and duties in the Work Furlough Program.

5. The salary and fringe benefits for the 8202 Security Guard and 8274 Police Cadet classifications are as follows:

<u>Classification</u>	<u>Annual Salary At Top Step</u>	<u>Fringe Benefits Paid by City</u>
8202 Security Guard	\$30,067	Retirement, FICA, Health and Dental Insurance, Unemployment Insurance, Vacation and Sick Leave
8274 Police Cadet	\$21,454	FICA, Health and Dental Insurance, Unemployment Insurance, Vacation and Sick Leave

6. Although the nine 8202 Security Guard positions were eliminated in the 1993-94 budget, the Civil Service Commission's Layoff Processing Team has been evaluating other similar employee classifications for which the nine laid-off employees could qualify. So far, no other classifications have been identified but Civil Service is continuing their evaluations.

7. All of the nine former 8202 Security Guards were invited to apply for the seven new 8274 Police Cadet positions. Four of the nine applied, but three failed the agility test and the remaining applicant was rejected on the basis of a background check.

### **Comment**

In 1992-93, the City had a total of twelve 8202 Security Guard positions, including the nine cited above in the Police Department and three at the Fine Arts Museums. In addition to the elimination of the nine 8202 Security Guard positions in the Police Department, the Fine Arts Museums also eliminated their three positions in favor of obtaining security guard services by contracting with a private firm.



Item 7 - File 27-93-13

1. This item is a hearing to consider the anticipated revenue to the City and County of San Francisco from the proposed contracts for door-to-door van service at San Francisco International Airport (Airport) and whether such contracts require approval by the Board of Supervisors.

2. Currently, 23 shuttle service firms have permits issued by the Airport to provide on-demand door-to-door shuttle services (on-demand shuttle service entails passengers hailing a shuttle vehicle or the driver offering shuttle service to passengers exiting an Airport terminal and driving each passenger to their requested specific destination). Each firm is assigned curb space on the upper level roadway of the Airport. The shuttle services pay a \$1.00 loop fee to the Airport for each time a shuttle vehicle traverses the circular "loop" of either the upper or lower Airport roadways to drop off or pick up passengers. Passengers are picked up at the Airport either by previous arrangement (reservation) with the shuttle service or on-demand.

3. According to the Airport Director's May 6, 1993 report to the Airports Commission, over the past few years, the Airport has experienced a dramatic increase in both the number of firms competing to provide door-to-door shuttle service to and from the Airport and the number of vehicles used in providing this service. According to the report, these increases in the number of firms and vehicles have generated a) a corresponding increase in traffic congestion on the Airport's upper level terminal roadways, b) passenger solicitation and harassment by competing operators, c) additional encroachment on neighboring parking zones, d) destructive competition which has impaired the quality of service and has resulted in unsafe operating practices and increased violation of the Airport's Rules and Regulations and e) substantial staff time and expense to control shuttle service activity.

4. The Director's report concludes that in order to achieve the Airport's objectives to promote public safety, public convenience, ensure quality service, minimize solicitation and destructive competition and promote the efficient use of limited curb space, door-to-door shuttle service should be more structured. The Airports Commission determined that based on the Director's report, door-to-door shuttle services for the upper level roadway (where airline passengers depart) should be limited to two firms selected on a competitive bid basis. The other existing shuttle services firms that are not selected for the two upper level roadway agreements would only be allowed on the lower level roadway (where airline passengers arrive), with additional restrictions to be required (see Point 9).

5. The Airports Commission directed that a pre-proposal conference be held on November 18, 1992. Thirteen shuttle service firms attended the pre-proposal conference. The major concerns expressed at the pre-proposal conference were a) the term of the agreements and b) the amount of the required performance bond. Regarding the term of the agreements, the Airport originally designated a two-year term with two, one-year renewal options but revised the term to three years plus one, one-year renewal option after the pre-proposal attendees suggested longer

terms of five, ten or 20 years. Regarding the amount of the required performance bond that originally would have been based on a historical performance, the Airport set the amount at a fixed \$100,000 that, according to the Airport is lower than would have been required based on historical performance, after the pre-proposal conference.

6. The Airport received nine proposals by the March 22, 1993 deadline pursuant to their Request for Proposals for the two upper level door-to-door shuttle agreements. A tenth proposal that was received after the deadline was rejected. Eight of the nine proposals were from firms that already have permits to provide on-demand shuttle services.

7. The nine proposals were scored in three categories; Operations, Experience and Consideration (annual fixed amount to be paid to the Airport, in addition to the regular loop fees). The three categories were divided into key components and were weighted with 50 percent of the points assigned to the Operations category, 30 percent to Experience and 20 percent to Consideration. The nine firms and the points awarded to each are as follows:

<u>Shuttle Firm</u>	<u>Points</u>
Lorrie's Travel & Tours, Inc.	1,110
Super Shuttle of San Francisco, Inc.	1,057
Prime Time Shuttle & Connecticut Limo	1,005
Airport Express of San Francisco	971
SFO Airport Shuttle Carrier Association, Inc.	872
All County Shuttle	841
Airport Connection	836
BayPorter Express	806
American Airporter Shuttle	652

8. However, the Airports Commission has not yet finally decided that limiting upper level roadway shuttle services to two shuttle services firms is the only alternative for achieving the Airport's objectives. The Airports Commission will consider this and other possible alternatives at their October 5, 1993 meeting. If the Airports Commission decides to limit upper level roadway shuttle services to two firms, based on the scoring above, Lorrie's Travel & Tours, Inc. and Super Shuttle of San Francisco, Inc. would be selected as scoring the highest. The Lorrie's Travel & Tours, Inc. proposal included consideration of \$335,000 annually or a total of \$1,005,000 for the three year term of the agreement. The \$335,000 annual amount to be paid to the Airport is a fixed amount. The Super Shuttle of San Francisco, Inc. proposal included consideration of \$50,000 annually or a total of \$150,000 for the three year term of the agreement. These revenues are in addition to the currently required \$1.00 loop fee.

9. The two draft agreements for providing door-to-door shuttle services from the upper level roadway include requirements that the firms provide service to a minimum of five Bay Area counties (San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa) and that vans will be parked in staging areas and moved to curbs only when passengers are to be boarded. The two agreements would also limit the number of vans at each terminal and would require minimum departure intervals during peak periods.

10. The shuttle services firms currently holding on-demand permits that are not selected for the two upper level roadway shuttle service agreements would be issued On-Demand Lower Level Permits by the Airport (in addition to their current permits) that restrict their operations to the lower level roadway. These on-demand lower level permits would require that pick-ups of passengers be made only on a prearranged, reservation basis. These permit holders would continue to pay the \$1.00 loop fee for shuttle service to the lower level.

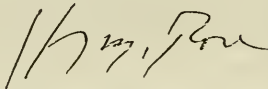
### **Comments**

1. Charter Section 3.502 requires that new contracts of \$1.0 million or more be approved by the Board of Supervisors. Therefore, if the Airports Commission decides to limit upper level roadway shuttle services to two firms, a new agreement with Lorrie's Travel & Tours, Inc. would require Board of Supervisors approval because the total consideration for the three-year term of the agreement (\$1,005,000) would exceed \$1.0 million. A new agreement with Super Shuttle of San Francisco, Inc. for a total of \$150,000 over the three-year term of the agreement does not exceed \$1.0 million and therefore, according to Charter Section 3.502, would not require Board of Supervisors approval. Super Shuttle paid approximately \$318,000 in loop fees in 1992-93. Over a three year period, Super Shuttle would pay approximately \$954,000 in loop fees, which if added to the \$150,000 fixed amount over the three-year term of the agreement, would put the total over \$1.0 million (\$954,000 plus \$150,000 is \$1,104,000). As of the writing of this report, Ms. Kathryn Pennypacker of the City Attorney's Office stated that the City Attorney's Office has not completed their review of this matter as to whether the Super Shuttle agreement would require Board of Supervisors approval.

Memo to Government Efficiency and Labor Committee  
September 1, 1993 Government Efficiency and Labor Committee Meeting

2. Ms. Angela Gittens of the Airport states that the Airport considers the two upper level agreements to be concessions and as such are not subject to the MBE/WBE Ordinance for preferences in the selection of the contractors. Ms. Pennypacker confirms that the MBE/WBE Ordinance does not apply to the two upper level shuttle services agreements because they would be concessions.

3. The State Public Utilities Commission regulates the fares that the shuttle services firms charge to their passengers.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Leal  
President Alioto  
Supervisor Bierman  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Jean Harris  
Ted Lakey



CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

September 13, 1993

DOCUMENTS DEPT.

**TO:** Government Efficiency and Labor Committee

SEP 26 2000

**FROM:** Budget Analyst

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**SUBJECT:** September 15, 1993 Special Government Efficiency and Labor Committee Meeting

Item 1 - File 30-93-3

**Note:** This item was continued from the July 7, 1993 Government Efficiency and Labor Committee meeting.

**Department:** Department of Public Health (DPH)

**Item:** This item is a hearing to consider the Department of Public Health's administration of the City's catastrophic illness legislation relating to hours donated, employees work status and earned sick leave credit and application process.

**Description** Sections 8.364 and 8.441 of the Charter provide that employees of the City may, under certain terms and conditions, individually transfer their unused accumulated sick leave and vested vacation allowance respectively to another individual employee of the City who (1) has been determined to be catastrophically ill, and (2) has exhausted his or her vacation allowance, sick leave and compensatory time off.

Section 16.9-29 of the Charter outlines the regulations and procedures under which sick leave and vacation credits can be transferred to catastrophically ill employees. Section 16.9-29 includes, in part, the following provisions:

1. In order to be declared catastrophically ill an employee must (1) have sustained a life-threatening illness or injury and (2) have already exhausted all available paid sick leave, vacation, compensatory and in-lieu time.

2. Any employee of the City who is eligible to accumulate and use sick leave and vacation credits, and who has been found to meet the definition of "catastrophically ill" may receive transfers of sick leave and vacation credits from other employees.

3. An employee must complete a prescribed application form and return it to the Department of Public Health (DPH) together with supporting medical documentation. The DPH is required to produce and maintain a sufficient quantity of the prescribed application forms for employee access and distribution.

4. The DPH or its designee is responsible for examining the documentation supporting the application. The DPH may ask the employee for further documentation and/or to submit to an examination by a physician that it designates to determine if in fact the applicant does suffer from a catastrophic illness. An employee's failure to comply with these requirements may be grounds for rejection of the application.

5. After the DPH makes its determination, it must notify the employee and the employee's department head. In the case of vacation leave transfers, the department head must agree to the determination.

6. In order to continue to qualify as catastrophically ill, an employee who has been determined to be catastrophically ill may from time to time be required to (1) submit to a specified examination and/or (2) supply further documentation of current medical status, as is necessary in the opinion of the DPH, provided that such request must not be made for the purpose of harassing said employee.



7. If an employee is determined not to be catastrophically ill, the employee will have the right to appeal the decision through an administrative appeal process to be established by the Public Health Commission. The DPH must automatically provide the employee with a written letter setting forth the reasons for denial and the procedure for filing an administrative appeal. An employee whose application has been disapproved is not obligated to exhaust the administrative appeals process before reapplying. The employee may in fact reapply after observing a 30-day wait period from the date of the initial denial.

8. All hours transferred must be credited as sick leave for the receiving employee. These hours must be treated as though they are the employee's own sick leave for all purposes, including for continued accrual of vacation credits, sick leave, retirement, pay increments, and eligibility for holiday pay.

9. At the beginning of each pay period, a catastrophically ill employee must use all sick leave and vacation credits accrued during the previous pay period before using any transferred hours.

10. A catastrophically ill employee may use transferred hours retroactively from the date of certification of eligibility back to the date of application.

11. A catastrophically ill employee may use transferred credits in a given pay period to the extent that when combined with compensation from the City and all other benefits from public sources, the total does not exceed the pay for 100 percent of the employee's regularly scheduled hours for such a pay period (excluding regularly scheduled overtime and premium pay). A catastrophically ill employee may be required to provide financial records to prove compliance with this subsection. Failure to provide such records is grounds for exclusion from eligibility to receive sick leave and vacation transfer credits.

12. If a catastrophically ill employee dies, retires, or resigns before having used all hours transferred, the unused hours will be divided equally among other catastrophically ill employees with sick leave balances of 40 hours or less, provided that no catastrophically ill employee will receive more than 40 hours under this procedure.

**Comments:**

1. According to Mr. Ed Gazzano of the DPH's Personnel Division, a total of 233 employees have participated in the catastrophically ill program since it was initiated in April, 1990. Currently, there are 49 employees that are active participants in the program. Mr. Larry Meredith, Deputy Director for DPH Operations, reports that DPH has notified all of the catastrophically ill recipients or the family members, partners or next of kin regarding this September 15, 1993 Special Government Efficiency and Labor Committee meeting.

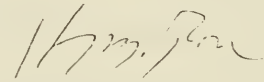
2. According to the Charter, a catastrophic illness is defined as a life-threatening illness or injury. The Department of Public Health is primarily responsible, through an assigned physician, for approving or denying individual applications for determination of catastrophic illness. If an application is denied, the applicant can appeal the decision to the Director of the Department of Public Health. If this decision is still denied, such decision can be appealed to the Health Commission. Mr. Gazzano reports that, to date, there have been only two appeals to the Health Commission.

3. On December 16, 1991, a Task Force, that was established as part of the initial legislation, submitted a report to the Board of Supervisors concerning the status of the City's catastrophic illness program. The six-member Task Force included one representative from (1) an employee organization, (2) the Health Commission, (3) Civil Service, (4) retired employees, (5) the Employees Retirement System and (6) the public. The Task Force report included various recommendations for improvements to the City's catastrophic illness program.

4. Mr. Gazzano reports that a meeting was held in August, 1993 among the various City departments that are responsible for the administration of the City's catastrophically ill program, including the Civil Service, DPH, Employees Retirement System and the Controller's Office. Discussion at this meeting focused on various aspects concerning coordination of this program.

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Special Government Efficiency and Labor Committee Meeting

According to Mr. Gazzano, representatives from these City departments will attend the September 15, 1993 Special Government Efficiency and Labor Committee meeting to report on their activities and to respond to any questions from the Committee.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Leal  
President Alioto  
Supervisor Bierman  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Theresa Lee  
Ted Lakey



CITY AND COUNTY



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September 13, 1993

**TO:** Government Efficiency and Labor Committee  
**FROM:** Budget Analyst  
**SUBJECT:** September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 146-93-42

Note: This item was continued from the September 1, 1993 Budget Committee meeting.

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for, accept and expend a grant of \$945,343, which includes indirect costs in the amount of \$98,814, based on twelve percent of salaries and an allocated City and County of San Francisco Interagency Housing Group match in the amount of \$315,115, which is 25 percent of direct costs, from the United States Department of Housing and Urban Development for a mobile crisis team to serve formerly homeless San Franciscans; providing for ratification of action previously taken.

**Grant Amount:** \$945,343

**Grant Period:** October 1, 1993 to September 30, 1994

**Source of Funds:** United States Department of Housing and Urban Development (HUD)

**Project:** Early Intervention and Supportive Services to Homeless

**Description:** The proposed grant would fund a Mobile Crisis Team to provide crisis intervention referral and support services to mentally ill homeless and at risk homeless persons. The program would operate 24 hours a day, seven days a week. The staff would also provide coordination of services for DPH mental health services, including day services, medication services, and follow-up and after care services, to ensure that homeless mentally ill persons are linked to such services. The goal of the program would be to retain mentally ill individuals in community settings, to avoid hospitalization, to stabilize homeless mentally ill persons into housing, to provide mental health services and support to clients in shelters and in housing units.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Program Director	1.0	\$50,090
	Psychiatrist	1.0	102,051
	Social/Activity Workers	2.0	102,060
	Health Worker 4	2.0	81,326
	Psychiatric Tech	2.0	77,830
	Substance Abuse Counselor	2.0	81,326
	Paramedics	2.0	104,087
	Peer Case Managers	2.0	59,874
	Clerks	2.0	54,914
	Administrative Analyst	1.0	50,292
	Evening/Night Differential	n/a	<u>59,600</u>
	Personnel Subtotal		\$823,450
	Fringe Benefits (@ 23% of Subtotal)		<u>189,394</u>
	Total Personnel	17.0	\$1,012,844
	<u>Equipment</u>		
	Vans (2 at \$16,000)		32,000
	Computer with Printer		<u>6,000</u>
	Total Equipment		38,000
	<u>Training</u>		5,000
	<u>Materials and Supplies</u>		
	Cellular Phones (3 @ \$700)		2,100
	Pagers (14 @ \$100)		1,400
	Pharmaceuticals		40,000
	Office Supplies		3,000
	Gas/Oil/Vehicle Maintenance		<u>8,500</u>
	Total Materials and Supplies		55,000



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<u>Facility Costs</u>		
Rent	\$46,000	
Utilities/Maintenance/Phone	<u>4,800</u>	
Total Facilities Costs		\$50,800
<u>Indirect Costs</u> (@ 12% salaries)		<u>98,814</u>
Total Program Cost		\$1,260,458
Less Local Match from the General Fund (See Comment 6)		<u>(315,115)</u>
Total Grant Amount		\$945,343

**Local Match:** \$315,115 from the General Fund (See Comment 6)

**No. of Persons Served:** Population of formerly homeless San Franciscans

**Indirect Costs:** \$98,814, based on 12 percent of total salaries, not including fringe benefits

- Comments:**
1. The proposed grant would be the first year of a five year grant. After the first five years, the DPH would be eligible to apply for an additional five years' funding.
  2. The proposed grant would include indirect costs of \$98,814, based on 12 percent of total salaries, not including fringe benefits.
  3. The application deadline for the proposed grant was May 30, 1993. Therefore, the proposed resolution would provide for ratification of action previously taken.
  4. Departments are generally not required to obtain Electronic Information Processing Steering Committee (EIPSC) approval for purchases of less than 20 personal computers in a year (known as the "Rule of 20"). The proposed purchase of a personal computer and printer would fall under the Rule of 20. Therefore, EIPSC approval is not required.
  5. The proposed grant would support the purchase of three cellular telephones to facilitate communication between the mobile vans, the service sites, and DPH administrative offices. Funds are included in the proposed grant for cellular telephone maintenance and upkeep.

6. The local match of \$315,115 was intended to be provided by the San Francisco Interagency Housing Group (SFIHG). SFIHG is a group of City agencies, including Public Health, Social Services, and other City departments, that were to have a pool of \$3 million to provide matching operating funds for proposed programs to serve San Francisco's homeless. However, as of the writing of this report, the Department has been unable to identify the \$3 million pool in the City's FY 1993-94 budget. The \$315,115 local match is required to receive this proposed grant. Since this \$315,115 local match cannot be identified in the City's budget, the DPH would require a supplemental appropriation from the General Fund to support this match.

7. A Disability Access Checklist, completed by the Department, is contained in the Board file.

8. A Summary of Grant Request form, completed by the Department, is attached.

**Recommendation:** Approval of the proposed resolution, which would require a General Fund match of \$315,115, is a policy matter for the Board of Supervisors (see Comment 6).

Grantor US Dept. Housing & Urban Devel.Division DMSF

Contact Person \_\_\_\_\_

Section Mental Health

Address \_\_\_\_\_

Contact Person Carmen CarrilloTelephone 255-3431Amount Requested \$ 945,343Application Deadline May 30, 1993Terms From 5/30/93 To 9/30/94Notification Expected September 30, 1993

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$945,343 from the period of Oct. 1, 1993 to September 30, 1994 to provide early intervention and supportive services to homeless...

II. Summary: (Concise history; need statement; transfer & group priority; services and providers)

This grant would fund an Mobile Crisis Team to provide crisis intervention referral and support services to mentally ill homeless and at risk homeless persons. The program would operate 24 hours a day 7 days a week. The staff will also provide coordination of services to the four clusters into ensure that homeless mentally ill are linked to cluster services.

III. Outcomes/Objectives:

To keep mentally ill in community settings, to avoid hospitalization; to stabilize homeless mentally ill into housing; to provide mental health services and support to clients in shelters, housing units.

IV. Effects of Reduction or Termination of These Funds:

If these funds are not awarded, there will be insufficient funds to provide crisis intervention linkage and support services to mentally ill homeless persons in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	945,343		*\$315,115	
Personnel			1,012,844			
Equipment			38,000			
*Contract Svc.			55,000			
Mat. & Supp.			50,800			
Facilities/Space			5,000			
Other			98,814			
Indirect Costs			(315,115)			
Less City Match						
VI. Data Processing			945,343			

(none included above)

VII. Personnel

F/T CSC			17,0			
P/T CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

This grant, if awarded, will continue for a 5 year period.

\*VIII. Contractual Services: Open Bid N/A Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

\*Match is being provided by the City's Interagency Housing Group. It is calculated at 25% of the total cost, which, including the match, is \$1,260,458.



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-92-46.9

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Release of reserved funds in the amount of \$239,835 for contract services.

**Amount:** \$239,835

**Source of Funds:** Tobacco Tax Funds

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend \$2,127,666 in Tobacco Tax Funds (File 146-92-46). At the same time, the Board placed \$863,831 of the \$2,127,666 on reserve pending the DPH's selection of contractors, the MBE/WBE status of the contractors and the contract budget details. The Government Efficiency and Labor Committee released \$109,450 of this \$863,831 in June of 1993 (File 146-92-46.8). This is a request for \$239,835 of the remaining \$754,381 on reserve.

The DPH has selected the following three contractors to provide tobacco control programs:

1. The San Francisco Mime Troupe was selected through a Request for Proposal (RFP) process to conduct a smoke-free theater project. The Mime Troupe will conceptualize, write and produce an original musical comedy to be performed throughout San Francisco. The goal of the theater project is to increase the public's awareness of the tobacco issue.

2. The American Lung Association was also selected through a RFP process to conduct a Cessation Project for youth, African Americans and undeserved populations. The American Lung Association will subcontract with Ella Hill Hutch Community Center's Employment Preparation and Placement Project in City Housing Units and will work with the San Francisco Unified School District's School Health Programs and other youth serving agencies.

The goals of the American Lung Association project are to: 1) provide tobacco cessation services to 200 youth in high schools and through youth serving agencies and to 300 African Americans through the Ella Hill Hutch programs; 2) provide scholarships for the ALASF "Freedom from Smoking" program for 100 San Francisco residents who meet financial eligibility criteria and giving priority to seniors, Russians and Koreans; 3) provide assistance on an as needed basis in the process

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

whereby the SFUSD schools become smoke-free; and 4) institutionalize cessation services at the schools and at Ella Hill Hutch through training teachers and staff.

3. The Lyon-Martin Women's Health Services was selected through a RFP process to conduct a Smoke Free Project Serving the Gay, Lesbian and Bisexual (GLB) Communities. Lyon-Martin will work with and consult with CLASH (Coalition of Lavender Americans on Smoking and Health). The goals of this project are to: 1) provide cessation services at Lyon-Martin, at two satellite sites and through other agencies and organizations serving the GLB communities; 2) promote smoke-free policies at restaurants, businesses, bars, clubs and service agencies in the GLB communities; 3) implement community outreach and action activities; and 4) participate in the City-wide Legislative and Media Campaign.

The proposed contract budgets which total \$239,835 are detailed below:

**San Francisco Mime Troupe**

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
Community Liaison	0.30	\$4,500
Playwright	0.30	4,800
Production Manager	0.18	2,700
Composer	0.08	1,200
Director	0.14	2,100
Technical Director	0.18	1,350
Actors	0.90	13,500
Musicians	0.36	5,400
Stage Manager	0.20	3,250
Business Manager	0.24	4,620
General Manager	<u>0.03</u>	<u>832</u>
Subtotal Salaries	2.91	\$44,252
Fringe Benefits		<u>14,973</u>
Total Salaries and Benefits		\$59,225



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<u>Operating Expenses</u>		
Utilities		\$1,045
Office Supplies		1,680
Printing/Reproduction		2,100
Staff Training		80
Staff Mileage		130
Rent		1,610
Building Maintenance		1,185
Insurance		2,000
Rental of Equipment		<u>1,305</u>
Subtotal		\$11,135
<u>Subcontracts</u>		
Publicist		\$950
Costume Designer		<u>1,200</u>
Subtotal		\$2,150
<u>Other</u>		
Advertising		1,200
Other Production Costs		2,100
Costume & Prop. Materials		2,140
Set Materials		1,200
Music Supplies & Sound System		<u>850</u>
Subtotal		<u>\$7,490</u>
<b>Total San Francisco Mime Troupe</b>		<b>\$80,000</b>

**American Lung Association of San Francisco**

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
Project Director	0.40	6,397
Health Educator	0.60	16,000
Administrative Assistant	<u>0.10</u>	<u>1,667</u>
Subtotal Salaries	1.10	24,064
Fringe Benefits		<u>6,016</u>
<b>Total Salaries and Fringe Benefits</b>		<b>\$30,080</b>

<u>Operating Expenses</u>		
Rent		\$3,719
Utilities		450
Office Supplies		400
Building Maintenance		231
Printing & Reproduction		300
Insurance		436
Training		900
Travel (mileage)		<u>750</u>
Subtotal		\$7,186

**BOARD OF SUPERVISORS**  
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Consultants/Subcontractors

Health Educator-Ella Hill Hutch	
Community Center	\$21,600
Audit	<u>1,000</u>
Subtotal	\$22,600

Other

Incentives	\$8,500
Scholarships to Freedom from	
Smoking Clinic	5,000
Publicity	600
Self-help Kits	1,000
Educational Materials	<u>1,983</u>
Subtotal	\$17,083

Administrative Cost	<u>2,916</u>
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**Total American Lung Association \$79,865**

Lyon-Martin Women's Health Services

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
Project Coordinator	1.00	\$25,000
Assistant Director	0.15	<u>5,000</u>
Subtotal	1.15	\$30,000

Fringe Benefits	<u>4,500</u>
-----------------	--------------

Subtotal Salaries & Fringe Benefits \$34,500

Operating Expenses

Rent	\$3,000
Utilities	1,500
Office Supplies	3,000
Building Maintenance	500
Printing and Reproduction	3,000
Insurance	1,000
Training	1,000
Travel (mileage)	850
Equipment Rental	<u>2,690</u>
Subtotal	\$16,540

Consultants/Subcontractors

Project Consultant	\$10,000
Graphic Design Consultant	<u>2,000</u>
Subtotal	\$12,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<u>Other</u>	
Advertising	\$3,000
Refreshments	320
Quit Kits	1,000
Peer Educator Seminar	400
Promotional Items	2,850
Technical Assistance Video	<u>2,000</u>
Subtotal	\$9,570
Administrative Costs	<u>7,360</u>
<b>Total Lyon-Martin</b>	<b>\$79,970</b>
<b>Grand Total</b>	<b>\$239,835</b>

**Comment:** The American Lung Association included \$8,500 in their budget to provide funding for incentives. These incentives would be given to those attending focus groups, cessation workshops and to those completing other cessation activities (using the quit smoking hotline, brief intervention, etc.). Incentives would be nonmonetary and would consist of movie passes, gift certificates and material items. An estimated \$15 per person would be spent on 500 individuals who take part in the cessation activities.

**Recommendation:** Approve the proposed release of reserved funds .



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1c -File 94-93-6

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution authorizing the Public Utilities Commission to apply for and accept \$2.8 million in Bridge Toll Funds for San Francisco Municipal Railway Improvement Corporation (SFMRIC) lease payments and \$53.6 million of Regional and Federal funds such as Federal Transit Administration Section 8 and Section 9 Operating Revenues, Transportation Development Act (TDA), State Transit Assistance (STA), AB 1107 Half Cent Sales Tax, and Bay Area Rapid Transit District funds for 1993-94 Municipal Railway Operations and authorizing the expenditure of Section 8 Planning funds.

**Grant Amount:** \$2.8 million (Bridge Toll funds)  
\$53.6 million (various funds)

**Source of Funds:**

	1993-94 <u>Proposed</u>	1992-93 <u>Actual</u>	Increase (Decrease)
<u>Operations</u>			
Transportation Development Act, Article 4 & 4.5	\$20,287,000	\$16,653,000	\$3,634,000
State Transit Assistance Assembly Bill 1107	5,836,927	6,756,000	(919,073)
1/2¢ Sales Tax	18,666,000	17,607,000	1,059,000
Federal Transportation Asst. (Section 8 Planning)	41,200	41,200	0
Federal Transportation Asst. (Section 9 Operating)	7,065,199	7,574,000	(508,801)
BART Transfer Payment	<u>1,680,000</u>	<u>1,511,000</u>	<u>169,000</u>
<i>Total Operations</i>	\$53,576,326	\$50,142,200	\$3,434,126
<u>Capital Improvements</u>			
Bridge Toll revenues to support SFMRIC Lease Payments	<u>\$2,732,600</u>	<u>\$3,132,070</u>	<u>(\$399,470)</u>
<b>TOTAL CLAIMS</b>	\$56,308,926	\$53,274,270	\$3,034,656

**Comments:** 1. The proposed resolution is the annual application for MUNI operating assistance for its share of State funds allocated by the Metropolitan Transportation Commission (MTC) for 1993-94 MUNI operations and capital improvements. The 1993-94 capital improvement funds are to be spent for renewal of MUNI's fleet and facilities. The operating assistance funds will be used to support MUNI's annual budget.

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**BUDGET ANALYST**

2. The amount of STA funds programmed for MUNI at \$5.8 million, is approximately \$.5 million lower than the approximately \$6.3 million contained in the Department's FY 1993-94 budget for STA funds. According to Ms. Kathleen Kelly of the PUC, this reduction is the result of late changes in the State budget. Ms. Kelly reports that MUNI will compensate for this shortfall through increased revenue from other unidentified sources and by reducing expenditures as necessary.

3. An "expend" clause is not included in the proposed resolution except for the \$41,200 in Section 8 Planning funds, because authority for spending these funds was included by the Board of Supervisors with the approval of MUNI's 1993-94 budget. Authority for expending Section 8 funds was not included in the FY 1993-94 budget. Therefore, the proposed resolution only requests authority to expend \$41,200 in planning funds. According to Ms. Kelly, the \$41,200 is excluded from the MUNI budget (and from the budget approval process) because the \$41,200 is an annual project grant, rather than a regular operating cost, and is tracked as such by the PUC.

4. According to the PUC, the \$41,200 in Section 8 Planning funds would support the preparation of MUNI's annual short-range transit plan.

5. Ms. Kelly reports that the proposed FY 1993-94 figures provided in the proposed resolution are preliminary amounts, pending the provision of finalized amounts by MTC after the Board of Supervisors acts on this request.

6. The total grant of \$56,308,926 represents an increase of \$3,034,656, or 5.7 percent, over the preceding year's total grant of \$53,274,270.

7. The Disability Access Checklist which was prepared by the PUC is included in the Clerk of the Board's file.

**Recommendation:** Approve the proposed resolution.



Item 1d - File 144-93-5

**Department:** Port of San Francisco

**Item:** Resolution authorizing the Executive Director of the Port of San Francisco to apply for, accept, and expend funds; foregoing reimbursement of indirect costs.

**Sources and**

<b>Amounts of Grant:</b>	Federal Transit Administration (FTA)	\$2,400,000
	Federal Highway Administration (FHWA)	<u>6,579,000</u>
	Total Proposed Grants	\$8,979,000

**Grant Period:** FTA grant, indefinite; FHWA grant, through September, 1994

**Project:** To improve rail access to the Port's marine terminals (Tunnel Project)

**Description:** According to Port documents, the largest growth potential for the Port's container shipping services is in intermodal cargo, from ship to rail, destined to or originating from inland locations in the United States. Port documents further represent that the Port's intermodal facilities at the North (Pier 80) and South Terminals (Piers 94/96) are underutilized despite substantial infrastructure investments to the terminals, because double stacked rail car service of shipping containers is impeded by two tunnels located in the Bayview-Hunters Point area (See Attachment I). Those two tunnels have insufficient height clearance of approximately nine inches to permit passage of double stacked rail cars. The proposed Tunnel Project would compensate for the height clearance limitation in the subject tunnels by constructing a third gauntlet rail, which according to Port officials would permit the passage of double stacked rail cars (See Attachment II).

The Tunnel Project would also include track and signalization improvements to reduce conflicts between freight and commuter lines using the rails.

**Budget:** The Port has provided the following budget for the proposed grant funding for improving rail access to its marine terminals:

**BOARD OF SUPERVISORS**  
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<u>Planning and Environmental Work</u>	
Economic/Air Quality Study (Completed)	\$34,980
Regulatory and Financial Issues (Completed)	31,787
Rail Consultant	<u>25,000</u>
Subtotal Planning and Environmental Work	\$91,767

<u>Project Management</u>	
Public Utilities Commission (PUC)	
Utility Engineering Bureau (UEB)	128,595

<u>Engineering and Construction</u>	
Preliminary Engineering (Completed)	\$327,000
Final Engineering	200,000
Construction Management	350,000
Construction	<u>10,207,000</u>
Subtotal - Engineering and Construction	\$11,084,000

Total Estimated Project Cost	\$11,304,362
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According to the Ms. Veronica Sanchez of the Port, the economic/air quality studies (\$34,980) and the regulatory and financial studies (\$31,787) have been completed by outside consultants using 1984 Revenue Bond Fund monies in the amounts shown above. The preliminary engineering study, performed by Southern Pacific, was also funded with 1984 Revenue Bond Fund monies.

**Required Match:** Total of \$1,664,750 – \$1,064,750 from unexpended Port revenue bond funds would be used as a match for the proposed \$6,579,000 FHWA grant. \$600,000 from unexpended Port revenue bond funds would be used as a match for the proposed \$2,400,000 FTA grant.

**Indirect Costs:** None allowed.

**Comments:** 1. The Port reports that with the exception of the \$327,000 already expended for Preliminary Engineering (See Table above), the Engineering and Construction contractors have not been selected. Therefore, \$8,850,405 of the proposed grant total of \$8,979,000, which excludes \$128,595 of project management grant funding for the UEB, should be reserved pending selection of the consultants and contractors and determination of their MBE/WBE status and specific cost details including hourly rates for consultants.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Fund sources would be as follows:

Proposed Grant Funds	\$8,979,000
Bond Funds & Fire Insurance Proceeds	2,290,938 <sup>1</sup>
Port Operating Reserves	<u>34,424</u>
Total	\$11,304,362

3. The \$2,400,000 grant request to the FTA would fund passenger related improvements included in the subject project, and would mitigate the withdrawal of the Interstate 280 Highway Corridor. The passenger related improvements include a computerized switching system to regulate required headways for passenger trains moving through the tunnels, in order to decrease operational conflicts between freight and commuter services. The Port would apply for this funding through the Peninsula Corridor Joint Powers Board.

4. The Port's economic analysis consultants (EPS/VZM, which are performing the economic analyses for the Waterfront Plan) have produced a study that concludes that the incremental economic effect of making the tunnel improvements is approximately \$343 million in total direct and indirect annual revenues. Further, the economic study concludes that the incremental effect of making the tunnel improvements on annual local tax revenues is an increase of approximately \$1,383,000, annually (See Attachment III). The direct revenue effects include freight forwarding, freight consolidating, trucking, stevedoring, and navigational services. The indirect revenue effects include banking, insurance, government services, advertising, and marketing.

5. The Port's Grant Application Information Form for the proposed grants totaling \$8,979,000 is attached (Attachment IV).

6. A Disability Access Checklist for the Port of San Francisco is in the Board of Supervisors' file.

**Recommendation:** Amend the proposed resolution to reserve the proposed grant amount of \$8,850,405 for consultant and contractual services pending selection of the consultants and contractors and determination of their MBE/WBE status and specific cost details including hourly rates for consultants. Approve the proposed resolution as amended.

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<sup>1</sup>\$1,664,750 for grant matches and \$626,188 for non reimbursable expenses and contingencies.



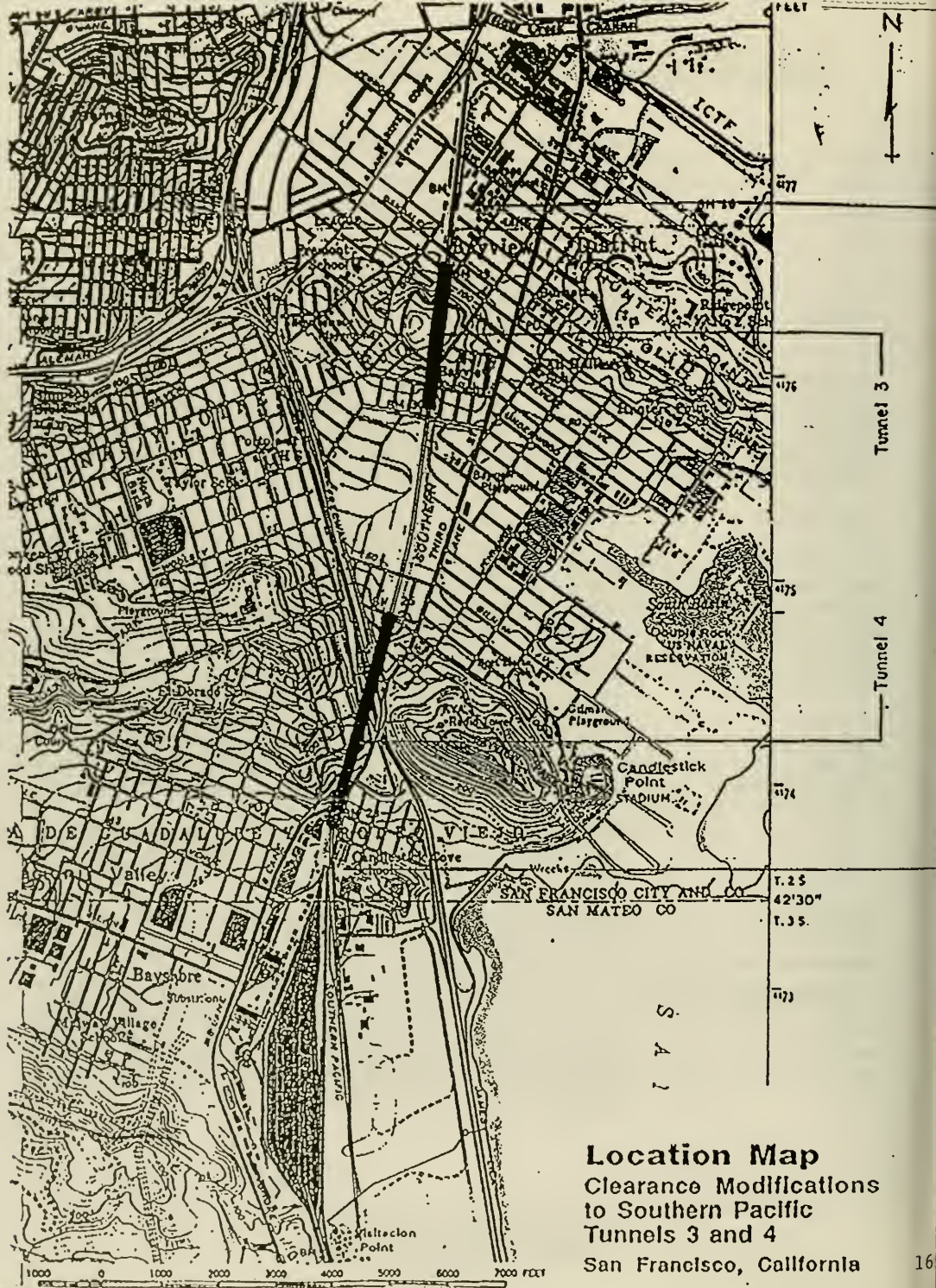


FIGURE 5-4  
TYPICAL TUNNEL CROSS SECTION-TUNNEL Nos. 3 and 4

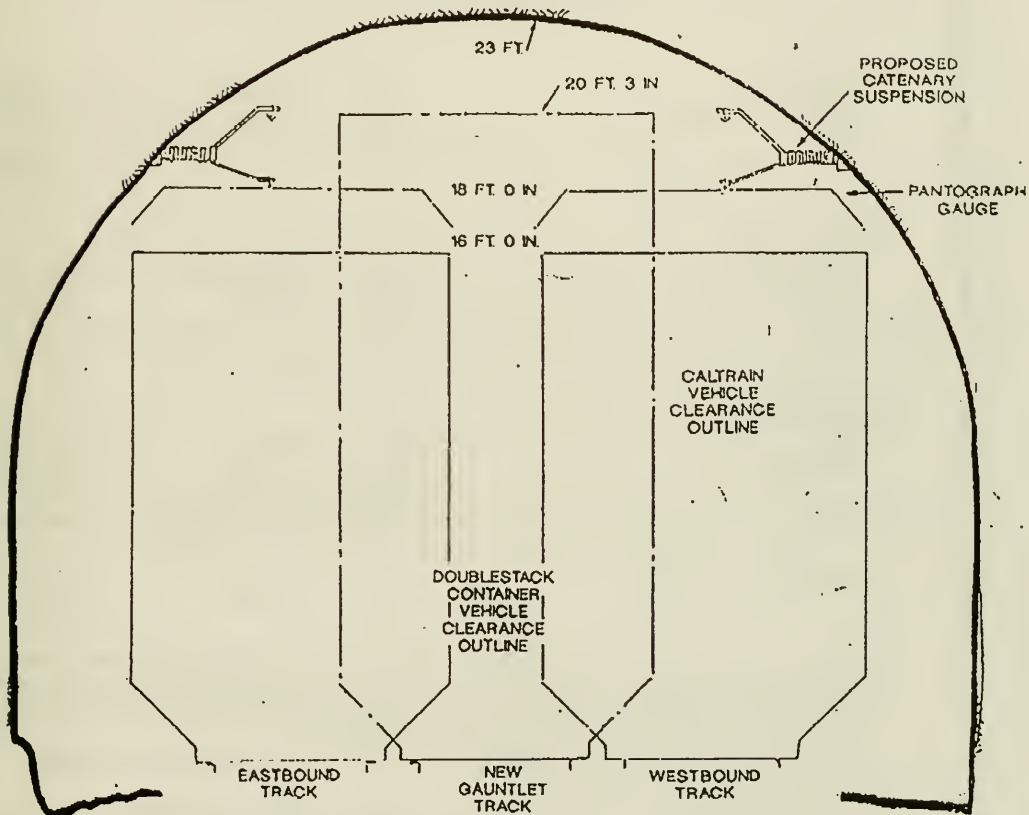


Table ES-1  
Summary of Annual Economic Impacts  
Tunnel Economic Impact Analysis [1]

Economic Impact	Alternative 1	Alternative 2A	Incremental Change
<b>Employment</b>			
Direct [2]	1,072	4,389	3,317
Indirect and Induced [3]	824	3,367	2,543
Total	1,896	7,756	5,859
<b>Revenues (\$000)</b>			
Direct	\$66,843	\$276,239	\$209,398
Indirect and Induced	43,448	177,136	133,688
Total	\$110,291	\$453,375	\$343,084
<b>Payroll (\$000)</b>			
Direct	\$33,353	\$135,578	\$102,225
Indirect and Induced	20,344	82,807	62,463
Total	\$53,698	\$218,385	\$164,687
Local Tax Revenues (\$000)	\$444	\$1,828	\$1,383

- [1] Alternative 1 assumes that the tunnel improvements are not made. As a result, the Port experiences a significant drop in containerized cargo volumes because container shipping lines are not able to quickly and efficiently transport their inland-bound cargo through the Port.  
Alternative 2A assumes that the tunnel height constraints are removed, thereby allowing additional containerized cargo to be transported by rail.
- [2] Direct economic impacts are those associated directly with Port operations. This study focuses on the direct economic impacts generated as a result of container shipping activities, excluding break bulk and automotive shipping.
- [3] Indirect impacts are generated as a result of Port-related businesses purchasing labor, supplies and materials from other firms. Persons directly employed by Port-related businesses generate induced impacts when they spend their disposable income on goods and services such as food, housing, transportation, etc.

Source: Vickerman-Zachary-Miller, Port of San Francisco, Economic and Planning Systems, Inc.



File Number: \_\_\_\_\_

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying  
resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez Telephone: 274-0413

Project Title: Tunnel Project (Freight Gauntlet Track, rail and signalization improvements)

Grant Source: Federal Highway Administration and Federal Transit Administration

Proposed (New / Continuation) Grant Project Summary:

Funds will be used for capital improvement to two tunnels located  
in Bayview-Hunters Point to improve rail access for double stacked  
container cars and reduce conflicts with passenger trains.

Amount of Grant Funding Applied for: \$8.9 m

Maximum Funding Amount Available: \$2,299,131\*

Required Matching Funds: \$1,664,750

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$10,757,000

1) Contractual Services be put out to Bid? No - Final engineering will be

sole sourced to Swedrup Engineering, firm previously employed by  
Southern Pacific to do preliminary engineering. This will maximize  
prior work done by this contractor on conceptual designs. Firm is  
\*Port Funds available for the project.

Grant Application Information Form  
Page 2

FTA: \$2.4 million indefinite term  
FHWA: \$5.4 million expires September 30, 1994  
\$1,179,000 expires in cycle awarded 9/96

Term of Grant: \_\_\_\_\_

Date Department Notified of Available funds: n/a

Application Due Date: n/a

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

W. G. O. O.  
Department Head Approval

Item 1e - File 146-93-17.1

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation grant of \$477,323, which includes indirect costs based on 20 percent of personnel costs.

**Grant Amount:** \$477,323

**Grant Period:** September 30, 1993 to September 29, 1994

**Source of Funds:** Centers for Disease Control

**Project:** Evaluation of the HIV/AIDS Prevention, Street and Community Outreach Programs

**Description:** This project is designed to assess the effectiveness of HIV/AIDS Prevention, Street and Community Outreach Programs also known as Youth SCOPE/AESOP Project that serve youth at risk of contracting AIDS. The project is divided into two phases. The first phase involves assessing the location and size of the target population, the current outreach coverage of specific geographic areas, and the costs associated with providing service to specific geographic areas. The second phase involves the testing of an experimental street outreach intervention program.

The long term objectives for the HIV/AIDS Prevention, Street and Community Outreach Programs are as follows:

1. Enhance the provision of health and social services to youth at risk of contracting AIDS through (a) the promotion of existing outreach programs to youths (b) the establishment of additional HIV testing and treatment referral sites, and (c) the creation of outreach programs in high risk neighborhoods where such programs do not exist.
2. Provide staff training to HIV/AIDS Prevention Street and Community Outreach Programs that serve youth at risk of contracting AIDS.
3. Promote interagency cooperation to avoid duplication of services.

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<b>Budget:</b>	<b><u>Item</u></b>	<b><u>FTE</u></b>	<b><u>Amount</u></b>
	<b>DPH</b>		
	<b><u>Personnel</u></b>		
	2591 Health Program		
	Coordinator II	0.5	\$21,636
	1804 Statistician	1.0	41,448
	2806 Disease Control		
	Investigator	1.0	35,028
	2806 Disease Control		
	Investigator	0.5	17,514
	9924 Public Service Aides	2.0	58,080
	1807 MIS Technician	0.5	14,826
	1426 Clerk Typist	<u>0.5</u>	<u>16,536</u>
	Subtotal Salaries	6.0	\$205,068
	Mandatory Fringe Benefits @ 22%		<u>45,115</u>
	Total Personnel Costs	6.0	\$250,183
	Travel		7,000
	Office Supplies		1,000
	Educational Materials		2,500
	Rent Support		23,400
	(\$1.50 x 200 sq ft x 12 months x 6.5 FTE)		
	Telephone/communications		4,680
	Postage		500
	Delivery/courier Services		500
	Reproduction/photocopier leasing		1,000
	Reproduction/photocopying		2,000
	Staff Training		1,500
	Incentive Stipends		20,000
	Indirect Costs @ 20% of Salaries		<u>41,014</u>
	Total DPH	6.0	\$355,277
	<b>Haight Ashbury Free Medical Clinics, Inc.</b>		
	<b><u>Personnel</u></b>		
	Community Health Outreach		
	Coordinator	1.00	\$27,000
	Community Health		
	Outreach Worker	2.00	44,000
	CDC Center Manager	0.05	1,735
	CDC Administrator	<u>0.05</u>	<u>1,400</u>
	Subtotal Salaries	3.10	\$74,135
	Fringe Benefits @ 25%		<u>18,534</u>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<u>Item</u>	<u>FTE</u>	<u>Amount</u>
Total Personnel Costs	3.10	\$92,669
Rent		12,000
Utilities		1,500
Office Supplies & Postage		800
Printing & Reproduction		500
Insurance		500
Staff Training		1,000
Educational Materials & Supplies		1,000
Bi-weekly Food Program		2,000
Administrative Costs		<u>10,077</u>
Total Haight Ashbury Free Medical Clinic, Inc.	3.10	<u>\$122,046</u>
<b>Total Grant</b>	<b>9.10</b>	<b><u>\$477,323</u></b>

**Required Match:** None

**Indirect Costs:** \$41,014 or 20 percent of personnel costs (DPH salaries)

**Comments:**

1. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.
2. The proposed contractor, Haight Ashbury Free Medical Clinics, Inc., was selected by a competitive bid process in December of 1992.
3. The proposed budget for DPH includes \$7,000 for travel expenses. \$1,000 of this \$7,000 would be for local travel expenses and the remaining \$6,000 would pay for the Principle Investigator to take four trips to the Center for Diseases Control in Atlanta to discuss project planning and status and fund five staff to go to a professional conference to present the results of the study.
4. The Department has completed a Disability Access Checklist, which is in the file.
5. A Summary of Grant Request form, as completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor Centers for Disease Control  
 Contact Person Edwin L. Dixon/J. Greenberg  
 Address 255 East Paces Ferry Road, NE  
Atlanta, GA 30305  
 Amount Requested \$ 477,323  
 Term: From 9/30/93 To 9/29/94  
 Health Commission 8/24/93

Division Community Health Services  
 Section AIDS Office  
 Contact Person Tim Piland  
 Telephone 554-9132  
 Application Deadline 5/28/93  
 Notification Expected 8/1/93  
 Board of Supervisors: Finance Committee 9/15/93  
 Full Board 9/20/93

I. Item Description: Request to ~~apply for~~ (accept and expend) a ~~(new)~~ (continuation) ~~(renewal)~~ ~~(renewal)~~ grant in the amount of \$477,323 from the period of 9/30/93 to 9/29/94 to provide Evaluation of HIV/AIDS Prevention Programs Serving Youth in High-Risk Situations (AKA Youth SCOPE/AESOP Project).

II. Summary: (Continuation of previous grant; no new money requested)  
 This program will continue to evaluate and enhance HIV/AIDS prevention programs and community outreach programs that serve youth in high-risk situations (e.g., runaways, homeless youth, and youth who are injection drug users); please see Attachment.

### III. Outcomes/Objectives:

Please see Attachment.

### IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these continuation funds would impair our efforts to address the needs of youth in high-risk situations in regard to designing effective and cost-efficient HIV/AIDS health education and risk-reduction strategies for this population.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	500,000	470,400	477,323	+ 6,923	none	
Personnel	313,328	247,528	250,183	+ 2,655		
Equipment	16,590	0	0	0		
Contract Svc.	0	109,159	122,046	+ 12,887		
Mnt. & Supp.	18,603	3,500	3,500	0		
Facilities/Space	23,638	23,638	23,400	- 238		
Other	60,124	47,324	37,180	- 10,144		
Indirect Costs	49,735	39,291	41,014	+ 1,723		

### VI. Data Processing

(Leave unchanged unless) 16,590 0 0 0

### VII. Personnel

FTE CSC	6.7	5.46	6.5	+ 1.04	
PFT CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None.

Will grant funded employees be retained after this grant terminates? If so, How?  
No.

VIII. Contractual Services: Open Bid 1 Sole Source \_\_\_\_\_ (If sole source, state reason for selection)  
 Renewal of RFP #171-92 for Haight-Ashbury Free Clinics.



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1f - File 146-93-45

**Department:** Department of Public (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to apply for a new grant of \$750,000, which includes indirect costs in the amount of \$28,270, from the Centers for Disease Control and Prevention.

**Grant Amount:** \$750,000

**Grant Period:** June 1, 1994 to May 31, 1997 (three years)

**Source of Funds:** Centers for Disease Control and Prevention

**Description:** The proposed grant funds would be used to (1) augment DPH, Community Public Health Services' Community Home Injury Prevention Program for Seniors (CHIPPS) and (2) research and evaluate the effectiveness of this program. The CHIPPS currently provides consultation to health providers and community groups regarding home safety and injury prevention for seniors, as well as public awareness information to seniors. The proposed grant funds would allow the DPH to include a second program component aimed at providing safety checks and minor home safety repairs and upgrades for senior program participants. Such minor home safety repairs and upgrades would include installing smoke detectors and safety rails on stair cases and in bathroom tubs, rerouting extension wires and securing the edges and corners of rugs.

**Budget:** Budget details will be provided by the DPH when the Department submits its request to the Board of Supervisors to accept and expend the proposed grant funds.

**Required Match:** None

**Indirect Costs:** \$28,270 (based on 20 percent of estimated salaries)

**Comment:** The grant summary and the Disability Access Checklist, as prepared by the DPH, for the proposed grant will be submitted at the time the Department submits its request to the Board of Supervisors to accept and expend the proposed grant.

**Recommendation:** Approve the proposed resolution.



Item 1g - File 146-93-46

**Department:** Department of Public Health (DPH),  
Bureau of Epidemiology and Disease Control

**Item:** Resolution authorizing the Department of Public Health, to apply for a continuation grant of \$844,125, which includes indirect costs in the amount of \$51,318, from the California Department of Health Services.

**Grant Amount:** \$844,125

**Grant Period:** January 1, 1994 to December 31, 1994

**Source of Funds:** California Department of Health Services

**Project:** Hepatitis B Demonstration Project

**Description:** The proposed grant funds would be used to (1) assure the immunization for Hepatitis B of all infants born in San Francisco in 1994 and (2) provide Hepatitis immunizations to children age 12 in selected middle schools in San Francisco and to high risk youths at DPH clinic sites. This demonstration project is intended to serve as a model for universal infant and adolescent immunization of Hepatitis B programs nationwide. The ultimate goal of this project is the elimination of Hepatitis B transmission in San Francisco.

**Budget:** Budget details will be provided by the DPH when the Department submits its request to the Board of Supervisors to accept and expend the proposed grant funds.

**Required Match:** None

**Indirect Costs:** \$51,318 (based on 15 percent of estimated salaries)

**Comment:** The grant summary and the Disability Access Checklist, as prepared by the DPH for the proposed grant will be submitted at the time the Department submits its request to the Board of Supervisors to accept and expend the proposed grant.

**Recommendation:** Approve the proposed resolution.



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1h - File 146-93-47

**Department:** Department of Public Health (DPH)  
Laguna Honda Hospital (LHH)

**Item:** Resolution authorizing the Department of Public Health, Laguna Honda Hospital and Rehabilitation Center to apply for, accept and expend a grant from the Mayor's Office of Community Development block grant funds to provide handicapped accessible ramps and toilet facilities at the major entrances of the Hospital; providing for ratification of action previously taken; and waiving indirect costs.

**Grant Amount:** \$250,000

**Grant Period:** January 1, 1994 through December 31, 1994

**Source of Funds:** 1994 Community Development Block Grant Funds, administered by the Mayor's Office of Community Development (MOCD).

**Project:** Handicap Access Project

**Description:** The proposed grant funds would be used to provide handicapped accessible ramps and toilet facilities at the major entrances of Laguna Honda Hospital, in order to comply with Americans with Disabilities Act (ADA) requirements. The proposed grant funds would provide two ramps, one male and one female toilet at the main entrances (East and West) of the Hospital.

The proposed resolution would provide for ratification of action previously taken. The DPH reports that the LHH did not learn about the availability of the grant funds until 48 hours prior to the application deadline. Therefore, the LHH had to submit an application to the Mayor's Office of Community Development for the proposed grant funds prior to requesting authorization from the Board of Supervisors to do so.

<b>Budget:</b>	<u>Construction Costs</u>	\$185,000
	<u>Architectural and Engineering Fees</u>	22,700
	<u>Office of State Health Planning and Development Permit</u>	3,000
	<u>Project Administration</u>	21,300
	<u>Project Inspection</u>	<u>18,000</u>
	<b>Total Project Budget</b>	<b>\$250,000</b>

**Required Match:** None.

**Indirect Costs:** None.

**Comments:** 1. Mr. Jon Pon of the Mayor's Office of Community Development (MOCD) advises that the proposed project was submitted to the MOCD to be considered for Community Development Block Grant (CDBG) funds for 1994. Mr. Pon indicates that the MOCD will review this LHH project, along with all other project requests, as part of the MOCD's annual review process for CDBG funding. Mr. Pon reports that in November, 1993, the MOCD will submit a resolution to the Board of Supervisors that includes recommendations of projects to be funded with the annual CDBG allocation.

2. If this project is recommended for funding by the MOCD, the Budget Analyst will review the proposed project as part of our annual review of the City's CDBG allocation in November, 1993. Because a resolution will be submitted to the Board of Supervisors that will include all projects that are recommended for CDBG annual funding, this proposed separate resolution is unnecessary. Therefore, the proposed resolution should be tabled, pending review of the proposed project by the MOCD.

**Recommendation:** Table the proposed resolution.



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1i - File 146-93-48

**Department:** Department of Public Health (DPH),  
Central Administration

**Item:** Resolution authorizing the Department of Public Health, to  
apply for, accept and expend a new grant of \$361,271, from the  
State Office of Traffic Safety.

**Grant Amount:** \$361,271

**Grant Period:** October 1, 1993 to September 30, 1996 (three years)

**Source of Funds:** State Office of Traffic Safety

**Project:** Traffic Safe Cities Program

**Description:** The proposed grant of \$361,271 from the State Office of Traffic  
Safety would support the Traffic Injury Prevention Program.  
Staff of the Traffic Injury Prevention program would be  
responsible for developing and coordinating a City-wide  
committee, composed of representatives from the various City  
departments, including the Health Department, the  
Department of Public Works, the Department of Parking and  
Traffic, the Police Department and the Planning Department,  
as well as community agencies. This committee would review  
traffic injury problems and set priorities for injury prevention  
activities. Staff would also be responsible for implementing  
high priority issues identified by the committee, such as  
targeted educational programs for senior citizens and children.  
The committee and staff would initially focus on gathering and  
analyzing data related to traffic injuries.

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<b>Budget:</b>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
<u>Personnel</u>				
Project Director	\$6,947	\$0	\$0	\$6,947
Health Educator	54,704	43,763	43,673	142,140
Clerk Typist	26,357	19,768	6,589	52,714
Student Interns	9,301	9,301	9,301	27,903
Subtotal	\$97,309	\$72,832	\$59,563	\$229,704
Fringe Benefits @ 26%*	22,882	16,517	11,468	50,867
Total Personnel	\$120,191	\$89,349	\$71,031	\$280,571
*Excluding Interns				
<u>Operating Expenses</u>				
Travel	\$2,000	\$1,000	\$500	\$3,500
Training	500	250	250	1,000
Equipment	7,000	600	600	8,200
Materials & Supplies	2,000	1,000	600	3,600
Telephone	1,200	1,200	600	3,000
Reproduction	3,000	2,000	1,000	6,000
Auto Mileage	200	100	100	400
Total Operating Expenses	\$15,900	\$6,150	\$3,650	\$25,700
<u>Contractual Services</u>				
Translation Services	\$5,000	\$5,000	\$0	\$10,000
Printing	10,000	10,000	5,000	25,000
Community Agency Contracts	10,000	10,000	0	20,000
Total Contractual Services	\$25,000	\$25,000	\$5,000	\$55,000
<u>Indirect Costs</u>				\$0
Grant Total	\$161,091	\$120,499	\$79,681	\$361,271

**Required Match:** None

**No. of Persons Served:** Population of San Francisco

**Indirect Costs:** Waived; indirect Costs are not allowed by the State Office of Traffic Safety.

**Comments:** 1. The proposed grant would be a one-time, three-year grant. Total first year funding would be \$161,091, second year funding would be \$120,499, and third year funding would be \$79,681. According to Ms. Abby Yant of the DPH, the first year funding would fully support the program; the second year funding would support approximately 75 percent of the program, and the third year funding would support approximately 50 percent of the program. Ms Yant reports that the funder intends this grant to provide seed money. The DPH

**BOARD OF SUPERVISORS**  
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has established goals for locating other sources of funds from private corporations and foundations for the second and third years, Ms. Yant advises. If such financial goals are not met, Ms. Yant reports that the proposed project would be reduced or terminated accordingly.

2. The proposed grant would include \$55,000 in Contractual Services, including contracts with community agencies, at \$20,000, printing services, at \$25,000, and translation services, at \$10,000. According to Ms. Abby Yant of the DPH, the DPH has not selected contractors. Therefore, \$55,000 should be reserved pending information regarding the hourly rates and MBE/WBE status of the contractors.

3. Equipment costs, totalling \$8,200 over the three-year grant period, would include the purchase of a personal computer and software. The Electronic Information Processing Steering Committee (EIPSC) has established a policy whereby purchases of up to 20 personal computers are exempt from EIPSC approval. This proposed purchase falls under this "Rule of 20".

4. According to the DPH, indirect costs are not allowed by the funding agency. Therefore, the proposed resolution would waive indirect costs.

5. A Summary of Grant Request Form, as prepared by the Department, is attached.

6. A Disability Access Checklist is included in the file.

**Recommendation:** Amend the proposed resolution to reserve \$55,000 pending the selection of contractors, the hourly rates and MBE/WBE status of the contractors, and approve, as amended.

# OFFICE OF TRAFFIC SAFETY

Contact Person BILL JACOBS

7000 FRANKLIN BLVD., SUITE 440

SACRAMENTO, CA 95823

Amount Requested \$ \$361,271

Term: From 10/01/93 To 09/30/96

Health Commission \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

Division \_\_\_\_\_

CENTRAL ADMINISTRATION

Section \_\_\_\_\_

EMS AGENCY

Contact Person ABBIE YANT

Telephone 554-9970

Application Deadline OPEN

Notification Expected \_\_\_\_\_

## I. Item Description:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) ~~(continuation)~~ grant in the amount of \$ 361,271 from the period of 10/01/93 to 09/30/96 to provide development of Traffic Injury Prevention Program services.

## II. Summary (Concise history; past relevant; number of people served; services and provision)

This grant provides funding to develop a Traffic Injury Prevention Program. This project includes the development of a citywide committee to review traffic injury problems, to set priorities for injury prevention activities and to implement targeted educational programs.

## III. Outcomes/Objectives:

To establish a comprehensive Traffic Injury Prevention Program.

To evaluate the feasibility of adopting a Traffic Safe Cities Program (Office of Traffic Safety Model). To review vehicle injury data, identify and prioritize prevention activities. To develop and implement targeted vehicle injury prevention

## IV. Effects of Reduction or Termination of These Funds:

Without these funds, a comprehensive, citywide effort to reduce traffic related injury and deaths may not occur.

## V. Financial Information:

	Col. A Two Year Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount			\$361,271			
Personnel			280,571			
Equipment			5,000			
Contract Svc.			20,000			
Mat. & Supp.			3,600			
Facilities/Space			0			
Other			52,100			
Indirect Costs			0			

## VI. Data Processing

(Item included above)

7,000

## VII. Personnel

F/T CSC

P/T CSC

Contractual

2.0

N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
UNKNOWN

VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ If sole source, attach Request for Proposal Form

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1j - File 146-93-49

**Department:** Department of Public Health (DPH),  
Family Mosaic Project

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a new grant of \$100,000, which includes indirect costs in the amount of \$10,000, from the San Francisco Foundation, Lifeline Initiative.

**Grant Amount:** \$100,000

**Grant Period:** September 1, 1993 to September 1, 1995 (two years)

**Source of Funds:** San Francisco Foundation, Lifeline Initiative

**Description:** The DPH, Family Mosaic Project provides case management services to children/youth with severe emotional disturbances and their families. This project, which is administered by DPH, is a three year old pilot program funded by the Robert Wood Johnson Foundation and State grant funds. The intent of the project is to demonstrate the feasibility and effectiveness of a coordinated interagency case management approach to service delivery for children/youth with serious emotional problems and their families, in order to minimize out-of-home placements and to promote treatment in the least restrictive setting. Additionally, the project is implementing fiscal strategies to restructure the way funds are used to purchase services for the target population. DPH is proposing to use the proposed grant funds to pay for consultant services to provide technical and program development assistance to three community-based agencies. Such assistance would be aimed at enabling these agencies to provide case management services to emotionally disturbed children/youth and their families within a framework modeled after the Family Mosaic Project. The three community-based agencies include Richmond Area Multi-Services, Instituto Familiar de la Raza, and Bayview Hunter's Point Mental Health Clinic. The DPH envisions these three agencies working in partnership with the Family Mosaic Project to provide extended neighborhood based and culturally sensitive service delivery models.

**Budget:**

Consultant Services	\$90,000
Indirect Costs	<u>10,000</u>
Total	\$100,000

**Required Match:** None

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**Indirect Costs:** \$10,000

**Comments:**

1. The DPH reports that it has not, as yet, selected a consultant to provide the necessary technical and programmatic assistance. Therefore, the \$90,000 designated for consultant services should be placed on reserve pending the DPH selecting a consultant and providing the MBE/WBE status of the consultant along with the hours and hourly rates.
2. The DPH advises that the grant application, which was due to the grantor by March 8, 1993, has already been submitted. As such, the proposed resolution provides for ratification of action previously taken.
3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant .
4. The DPH has prepared a Disability Access Checklist for the proposed grant program which is included in the Clerk of the Board's file.

**Recommendations:**

1. Amend the proposed resolution to place \$90,000 for consultant services on reserve pending the DPH selecting a consultant and providing the MBE/WBE status of the consultant along with the hours and hourly rates.
2. Approve the proposed resolution as amended.



DPH  
Division \_\_\_\_\_  
Section Children's Services- Family Mosaic  
Contact Person Joanna Uribe  
Telephone 695-5194  
Application Deadline March 8, 1993  
Notification Expected July, 1993

Application Deadline	March 8, 1993
Notification Expected	July, 1993

Full Board

(Correct appropriate words)

IT 511-2-100 → (Community, and domestic: number - group work; women and providers)

The Family Mosaic Project provides case management services to children and youth with severe emotional disturbances and their families. Family Mosaic has implemented a capitation program with Medi-Cal to provide all mandated mental health services to enrolled children, and also provides additional and non-traditional services using the capitated funding. The purpose of the grant is to enable Family Mosaic and three partner community agencies to work together to develop capitated service delivery models within three specific cultural communities.

### III. Outcomes/Objectives:

The outcome is fiscal restructuring of the purchase and delivery of mental health services to children and their families in the African-American, Chicano/Latino, and Asian communities in San Francisco. Using the framework of the Family Mosaic system, systems of care will be developed in each of the three communities. These will enable the delivery of individualized services within the context of the family, the culture and the neighborhood and will operate on a capitation model.

#### IV. Effects of Reduction or Termination of These Funds:

The funds are to be used to develop the program models, fiscal structure, data reporting capabilities, and provider relationships. Ongoing program services are not dependent on this grant. Reduction or termination of the funds would result in continuation of the present service delivery system which is not designed to operate in the emerging managed care environment.

### V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Rec. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Full Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount:	-0-	-0-	100,000	+100,000	-0-	
Personnel:						
Equipment:						
Contract Svc.	-0-	-0-	90,000	+90,000	-0-	
Mat. & Supp.						
Facilities/Space						
Other:						
Indirect Costs	-0-	-0-	10,000	+ 10,000	-0-	

25 200 2-4-00000

(مسجد، مسجد، مسجد)

175 20-2000

FAT CSC	_____	_____	_____	_____	_____
FAT CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Sources(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Robert Wood Johnson Foundation Grant and SAMSA Community Block Grant

1700 State: Should employees be terminated after this time termination? If so, how?

N/A

\* VIII: Controlled Sampling Open Bill      Soil: Soil      X      (Measure, Unit Name (in English))



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1k - File 146-93-50

**Department:** Department of Public Health (DPH),  
Community Health Services (CHS)

**Item:** Resolution authorizing the Department of Public Health to apply for retroactively, and to accept and expend a continuation grant of \$910,329, which includes indirect costs in the amount of \$8,567, from the Centers for Disease Control and Prevention, and providing for ratification of action previously taken.

**Grant Amount:** \$910,329

**Grant Period:** September 30, 1993 to September 29, 1994

**Source of Funds:** Centers for Disease Control and Prevention

**Project:** Family Planning and HIV Services for Women (Clinical and Educational Services)

**Description:** This is the third year of funding for a five-year grant program. The proposed grant funds would be used to continue to provide comprehensive family planning and clinical services, including HIV/Sexually Transmitted Disease (STD) education and prevention to women at high risk for STD's and unplanned pregnancies. Services would be provided to program clients at six month intervals at Bayview Hunters Point Foundation, Dolores Street Community Church, Haight Ashbury Free Clinic and Glide Memorial Church. The project would evaluate the success of service interventions by measuring such outcomes as the clients' utilization of family planning services, reproductive health services, STD/HIV and drug treatment services and decreases in unintended pregnancies and STD rates.

**No. of Persons Served:** Approximately 1,100 clients

**Budget:**

<u>Personnel</u>	<u>FTE</u>	
Project Director	0.50	\$26,182
Project Investigator	0.10	10,820
Deputy Administrator	<u>0.10</u>	5,835
Fringe Benefits		<u>11,565</u>
<b>Subtotal Personnel</b>	<b>0.70</b>	<b>\$54,402</b>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Operating Expenses**

Office Supplies	\$1,376
Laboratory Tests	8,554
Travel	<u>3,000</u>
<b>Subtotal Operating Expenses</b>	<b>\$12,930</b>

**Contractual Services**

Planned Parenthood	\$547,101
University of California, San Francisco (UCSF)	<u>287,329</u>
<b>Subtotal Contractual Services</b>	<b>834,430</b>

**Indirect Costs** **8,567**

**Total** **\$910,329**

**Contract Budgets: Planned Parenthood**

	<u>FTE</u>	
<b><u>Personnel</u></b>		
Outreach Workers	4.00	\$89,600
Nurse Practitioner	0.30	15,015
Project Coordinator	1.00	28,900
Project Coordinator	0.40	14,440
Health Specialist	0.50	13,468
Peer Advocates	3.00	65,520
Peer Advocate Supervisor	1.00	28,210
Fiscal Manager	0.10	3,580
Director of Finance	0.01	686
Client Services Director	0.01	1,187
Personnel Coordinator	0.01	384
Accounting Manager	0.01	253
Accounting Assistant	0.01	166
Payroll Clerk	<u>0.01</u>	119
Fringe Benefits		<u>44,460</u>
<b>Subtotal Personnel</b>	<b>10.36</b>	<b>305,988</b>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Operating Expenses

Local Travel	\$4,716	
Staff Training	3,400	
Office Supplies	600	
Telephone	3,600	
Rent	1,680	
Educational Materials	4,200	
Client Incentives	1,100	
Administrative Overhead	<u>48,793</u>	
Subtotal Operating Expenses		\$68,089

Subcontract (Clinic Services)

Nurse Practitioner (1 FTE)	\$57,000	
Counselor /Educator (1 FTE)	28,900	
Fringe Benefits	8,245	
Medical Supplies	5,500	
Laboratory Costs	2,200	
Contraceptives	2,640	
Rent & Utilities	16,800	
Infectious Waste Disposal	1,800	
Office Supplies	2,400	
Telephone	2,200	
Client Incentives	19,690	
Administrative Overhead	<u>25,649</u>	
Subtotal Clinic Services		<u>173,024</u>

Total \$547,101

UCSF

	<u>FTE</u>	
<u>Personnel</u>		
Co-Investigator	0.55	25,932
Database Manager	0.50	19,300
Project Assistant	3.50	84,944
Administrative Assistant	1.00	28,260
Fiscal Analyst	0.10	3,360
Accounting Assistant	<u>1.30</u>	9,036
Fringe Benefits		<u>44,484</u>
Subtotal Personnel	6.95	\$215,316

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

<u>Operating Expenses</u>		
Rental of Property	9,816	
Utilities	2,000	
Office Supplies	2,800	
Postage	1,000	
Printing & Reproduction	3,000	
Travel	3,000	
Consultant Services	14,200	
Administrative Overhead	<u>36,197</u>	
Subtotal Operating Expenses		<u>\$72,013</u>
Total		\$287,329

**Required Match:** None

**Indirect Costs:** \$8,567 (based on 20 percent of DPH salaries)

**Comments:**

1. The DPH advises that the grant application, which was due to the Federal grantor by July 2, 1993, has already been submitted. As Such, the proposed resolution provides for ratification of action previously taken.
2. Attached is a Summary of Grant Request, as prepared by DPH, for the proposed grant.
3. The DPH has prepared a Disability Access Checklist for each of the program sites which are included in the Clerk of the Board's file.

**Recommendation:** Approve the proposed resolution.



Form No. HE-110 (April 1993)  
Grantor Centers for Disease Control  
Contact Person Christine Galavotti  
Address 255 East Paces Ferry Road/E14  
Atlanta, GA 30305  
Amount Requested \$ 910,329  
Term: From 09/30/93 To 09/29/94  
Health Commission 8-17-93 Board of Supervisors: Finance Committee \_\_\_\_\_

Division Community Health Services  
Section Family Health Bureau  
Contact Person Stephen Purser, MPH  
Telephone 415/554-2563  
Application Deadline July 2, 1993  
Notification Expected September 25, 1993  
Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~(XXX)~~ (continuation) ~~(XXXXXXXXXXXXXXXXXXXX)~~  
(Circle appropriate words) grant in the amount of \$ 910,329 from the period of 09/30/93 to 09/29/94  
to provide family planning and HIV services.

II. Summary: (Concise summary of objectives, goals, purpose, needs, services, and provisions)

### Project CARES

This is the third year of funding for a clinical demonstration project designed to provide clinical and educational services for high-risk women in non-traditional settings. Hypotheses and strategies for preventing HIV infection among women and infants are tested in high-risk neighborhoods.

III. Outcomes/Objectives: A street outreach team will continue to recruit high-risk women into non-traditional family planning clinics providing health services. Services will be provided every 6 months, and the success of the interventions will be measured using such outcomes as utilization of family planning, reproductive health, STD/HIV and drug treatment services, decreases in unintended pregnancies and STD rates.

IV. Effects of Reduction or Termination of These Funds:

Provision of medical, counseling and education services for women at high risk for HIV transmission through community-based clinic sites will not be possible. A valuable opportunity to provide clinical care to women who are extremely hard to reach and serve will be lost.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	321,178	566,947	910,329	+ 343,382		
Personnel	46,300	44,881	54,402	+ 9,521		
Equipment	-0-	-0-	-0-	-0-		
Contract Svc.	250,787	501,498	834,430	+ 332,932		
Mat. & Supp.	12,000	7,500	9,930	+ 2,254		
Facilities/Space	-0-	-0-	-0-	-0-		
Other (travel)	4,800	6,000	3,000	- 3,000		
Indirect Costs	7,291	7,068	8,567	+ 1,499		

VI. Data Processing

(as indicated above)

VII. Personnel

	-0-	-0-	-0-	-0-		
F/T CSC						
P/T CSC	.7	.59	.70	+ .11		
Contractual	2.0	8.73	16.65	+ 7.92		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

NO

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (If sole source, attach request for proposal form)



Item 11 - File 146-93-51

**Department:** Department of Public Health (DPH),  
Community Health Services (CHS)

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation grant of \$799,929, which includes indirect costs in the amount of \$5,975, from the Centers for Disease Control and Prevention, and providing for ratification of action previously taken.

**Grant Amount:** \$799,929

**Grant Period:** September 30, 1993 to September 29, 1994

**Source of Funds:** Centers for Disease Control and Prevention (CDCP)

**Project:** Sexually Transmitted Disease (STD) Research - Current Versus Enhanced HIV Counseling

**Description:** The proposed grant represents the third year of funding for a five-year research study project. The primary goal of this research project is to determine the most effective means of providing risk-reduction counseling for STD clinic clients at risk for HIV. The first year grant funding for this project was used to hire and train staff, negotiate a contract between the DPH and the University of California, San Francisco (UCSF) and developing and pilot testing several behavioral interventions designed to enhance the HIV counseling given to STD clinic clients. The second year grant was used to pay for additional pilot testing of several other behavioral intervention models with STD clinic clients and for the development of an enhanced and standardized counseling model to be used during the duration of the research project. The third year of this research project will focus on enrolling study participants, implementing the previously noted counseling model, performing follow-up interviews and STD exams, and analyzing the data collected to determine the effectiveness of the interventions.

Only current recipients of STD Prevention and Training Center funds (of which the City's STD Control Division is one) are eligible to apply for this particular grant. Of the proposed grant amount of \$799,929, a total of \$607,818 will be spent on contractual services with UCSF, which is required by the CDCP as a condition for receiving the proposed grant.

**Budget:**

**DPH Expense**

**Personnel**

Management Information System Technician (1 FTE)	\$29,874	
Fringe Benefits	<u>7,767</u>	
<b>Subtotal Personnel</b>		<b>\$37,641</b>

**Operating Expenses**

Travel	\$4,650	
Materials and Supplies	4,600	
Printing	4,000	
Postage	429	
Telephone	4,800	
Rental Space	33,516	
Stipend provided for client participation	86,500	
Non-cash incentives for participating clients	<u>10,000</u>	
<b>Subtotal Operating Expenses</b>		<b>148,495</b>

<b><u>Indirect Costs</u></b>		<b>5,975</b>
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**Contractual Services (UCSF)**

<b><u>Personnel:</u></b>	<b><u>FTE</u></b>	
Project Coordinator	1.00	\$50,543
Intervention Coordinator	1.00	49,155
Research Assistant	4.00	131,678
Study Counselors	1.55	56,436
Data Manager	0.50	20,877
Senior Administrative Assistant	0.15	6,813
Administrative Assistant III	1.00	31,019
Nurse Practitioner	<u>1.00</u>	59,222
	10.2	
Fringe Benefits		105,495
<b><u>Operating Expenses:</u></b>		
Travel		15,000
Office Supplies		2,000
Staff Training		300
Administrative Overhead		<u>79,280</u>
<b>Subtotal Contractual Services</b>		<b>607,818</b>
<b>Total</b>		<b>\$799,929</b>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Required Match:** None

**Indirect Costs:** \$5,975 (based on 20 percent of DPH Personnel salaries)

**Comments:**

1. The grant application, which was due to the grantor by August 2, 1993, has already been submitted by the DPH. Therefore, the proposed resolution provides for ratification of action previously taken.
2. Attached is the Summary of Grant Request, as prepared by the DPH, for the proposed grant.
3. The DPH has completed a Disability Access Checklist which is included in the Clerk of the Board file.

**Recommendation:** Approve the proposed resolution.

Grantor Centers for Disease Control  
 Contact Person Linda Long  
 Address 255 East Paces Ferry Rd. N.E.  
Atlanta, Ga. 30305  
 Amount Requested \$ 799,929  
 Term: From 9/30/93 To 9/29/94  
 Health Commission \_\_\_\_\_

Division Community Health Services  
 Section Disease Control/STD Control  
 Contact Person Wendy Wolf  
 Telephone 864-8100  
 Application Deadline 8/2/93  
 Notification Expected 9/1/93  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~NEW~~ (continuation) ~~of previous funding~~ ~~in the amount of \$ 799,929 from the period of 9/30/93 to 9/29/94~~ grant in the amount of \$ 799,929 from the period of 9/30/93 to 9/29/94 to provide enhanced HIV counseling to STD Clinic clients services.  
 (Circle appropriate words)

II. Summary: (Concise history, need statement, studies + program needs, services and providers)

This is the third year of a 5 year research study. The third year will focus on enrolling study participants, implementing an enhanced and standardized behavioral intervention, performing follow up interviews and STD exams and analyzing the data collected to determine effectiveness of the interventions.

III. Outcomes/Objectives:

To determine the most effective means of providing risk reduction counseling for STD clinic clients who take the HIV antibody test.

IV. Effects of Reduction or Termination of These Funds:

STD clinic clients will not receive the most effective risk-reduction counseling and will be at greater risk for exposure to HIV.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	560,641	644,551	799,929	+ 155,378		
Personnel	69,300	16,550	37,641	+ 22,091		
Equipment	4,350	0	0	0		
Contract Svc.	418,807	536,735	607,818	+ 71,083		
Mat. & Supp.	8,300	3,000	4,600	+ 1,600		
Facilities/Space	0	0	0	0		
Other	48,884	85,639	143,895	58,256		
Indirect Costs	11,000	2,627	5,975	+ 3,348		

VI. Date Processing

(see included sheet)

3,650 0 0 0

VII. Personnel

F/T CSC	2.0	0	1.0	+ 1.0
P/T CSC	0	1	0	- 1.0
Contractual	7.5	9.95	10.20	+ .25

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

\*VIII. Contractual Services: Open Bid

Sole Source X

(If sole source, attach Request for Estimate form)

\* A multi-year sole source request was approved on 7/21/92.



Item 1m - File 146-93-52

**Department:** Department of Public Health (DPH),  
Community Health Services (CHS)

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a new grant of up to \$1,500,000, which includes indirect costs in the amount of \$174,858, from the Federal Community Substance Abuse Treatment agency, and providing for ratification of action previously taken.

**Grant Amount:** Up to \$1,500,000

**Grant Period:** October 1, 1993 to September 6, 1996 (three years)

**Source of Funds:** Federal Community Substance Abuse Treatment (CSAT)

**Project:** Integrated Recovery Services (IRS) Program

**Description:** The proposed grant funds would be used by the DPH to pay for integrated recovery services to persons identified as being at risk due to homelessness, substance abuse or mental illness. Services would be provided at Tom Waddell Clinic and would include immediate psycho/social assessment and referral, crisis intervention, intensive psycho/social case management, substance abuse counseling, assistance with basic needs such as food, shelter, entitlements and nursing case management. The IRS Program's objectives would be to (1) decrease substance abuse among clients, (2) improve the health of the client population and decrease the incidence and/or morbidity related to HIV and Tuberculosis, (3) provide access to and treatment for mental disabilities and (4) increase the quality of life of program clients through psycho/social interventions.

**No. of Persons Served:** 250 clients annually

Memo to Government Efficiency and Labor Committee  
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**Budget:**

	Year 1 (10 mos.)	Year 2 (12 mos.)	Year 3 (12 mos.)	Total (34 mos.)
<u>Personnel</u>				
Crisis and Triage Specialist	\$40,498	\$49,813	\$51,058	\$141,369
Case Manager	48,598	49,813	51,058	149,469
Substance Abuse Counselor	27,297	33,575	34,414	95,286
Resource and Entitlement Specialist	32,756	33,575	34,414	100,745
Registered Nurse	51,574	52,863	54,185	158,622
Clerical Data Manager	25,056	30,819	31,589	87,464
Psychiatrist	40,489	49,802	51,047	141,338
Subtotal	\$266,268	\$300,260	\$307,765	\$874,293
Fringe Benefits @ 26%	69,230	78,328	80,019	227,577
Total Personnel	\$335,498	\$378,588	\$387,784	\$1,101,870
<u>Operating Expenses</u>				
Travel	\$1,600	\$1,600	\$1,600	\$4,800
Equipment	1,500			1,500
Materials & Supplies	7,000	7,000	7,000	21,000
Computers/Printers/Software*	20,000			20,000
Contractual (evaluation)	47,700	45,818	46,963	140,481
Total Operating Expenditures	\$77,800	\$54,418	\$55,563	\$187,781
<u>Indirect Costs</u>	<u>\$53,253</u>	<u>\$60,052</u>	<u>\$61,553</u>	<u>\$174,858</u>
Grant Total	\$466,551	\$493,058	\$504,900	\$1,464,509

\* The \$20,000 would be used by DPH to purchase four personal computers at a cost of \$2,500 each and four printers at a cost of \$2,000 each plus software in the amount of \$2,000. The DPH has received approval of the Electronic Information Processing Steering Committee (EIPSC) for the purchase of this computer equipment.

**Required Match:** None

**Indirect Costs:** \$174,858 (20 percent of salaries)

**Comments:**

1. The DPH reports that the grant application, which was due on July 13, 1993, has already been submitted to the Federal grantor. As such, the proposed legislation provides for ratification of action previously taken.
2. The DPH advises that the contractor needed to perform the program evaluation has not, as yet, been selected. Therefore the \$140,481 included in the grant budget for this purpose should be placed on reserve pending the DPH's selection of a contractor, the MBE/WBE status of the contractor and contract budget details.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. Attached is a Summary of Grant Request, as prepared by the DPH, for this proposed grant.
4. A Disability Access Checklist prepared by the DPH for this grant program is included in the Clerk of Board's file.

**Recommendation:** 1. Amend the proposed resolution to place \$140,481 for contract services on reserve pending the DPH's selection of a contractor, the MBE/WBE status of the contractor and contract budget details.

2. Approve the proposed resolution as amended.

Item No. \_\_\_\_\_

## 11th Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Community Substance Abuse Treatment Division CPHS  
 Contact Person \_\_\_\_\_ Section Homeless Programs  
 Address 5600 Fishers Lane, Rockwall II, 10th Fl Contact Person Fred Milligan  
Rockville, Maryland 20857 Telephone 554-2673  
 Amount Requested \$ up to \$1,464,248 Application Deadline 7/13/93  
 Term: From 10/1/93 To 9/6/96 Notification Expected 9/30/93  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (extension) (renewal) (extension) (renewal) (extension) grant in the amount of \$ 1,464,248 from the period of 10/1/93 to 9/30/96 to provide integrated substance abuse and primary care services.

II. Summary: (Concise history, need addressed, number + group served, services and providers)

Homeless persons in San Francisco suffer from a high incidence of substance abuse and related health issues. This grant proposes to address these needs through integrated recovery services to 250 clients identified as being in risk categories. Services provided will include psychosocial triage and referral, crisis intervention, intensive psychosocial case management, substance abuse counseling, assistance with basic needs and nursing case management.

III. Outcomes/Objectives: 250 clients will receive integrated multidisciplinary treatment services. 200 clients will be evaluated for tuberculosis and treated. 50 dually diagnosed clients will be stabilized with psychiatric support and/or medications. 60% of case management clients will be stabilized with benefits, housing and improved social functioning. 60% of clients receiving case management counseling will achieve a level of sobriety of at least a 30 day period.

IV. Effects of Reduction or Termination of These Funds: 250 substance abusing homeless persons will experience an increase in morbidity and mortality.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$1,464,509			
Personnel			1,101,870			
Equipment			1,500			
* Contract Svc.			140,481			
Mat. & Supp.			21,000			
Facilities/Space						
Other			4,800			
Indirect Costs			174,858			

## VI. Data Processing

(same as listed above)

20,000

## VII. Personnel

F/T CSC			6			
P/T CSC			1			
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
General fund

Will grant funded employees be retained after this grant terminates? If so, How?

No

\*VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)

Item 1n- File 146-93-53

**Department:** Public Health  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing allocation of \$3,000,000 from the California Department of Health Services, to continue funding the AIDS Drug Program; waiving indirect costs.

**Grant Amount:** \$3,000,000

**Grant Period:** November 1, 1993 to October 31, 1994

**Source of Funds:** California Department of Health Services

**Project:** AIDS Drug Program

**Number of  
Persons Served:** 700 AIDS patients

**Description:** The proposed resolution would approve a grant of \$3 million to provide AIDS medication to approximately 700 non-MediCal-eligible, low-income persons with a valid prescription from a licensed physician. The AIDS Drug Program provides AZT and aerosolized pentamidine, two of the most commonly used drugs in the treatment of AIDS and eleven other drugs used in the treatment of AIDS.

The AIDS Drug Program is administered by the AIDS Office, but services are provided contractually by Professional Management Development Corporation, a non-profit pharmaceutical distribution organization. To increase accessibility to the Drug Program's clients, in FY 1992-93 the AIDS Office decentralized the Drug Program by providing services at 55 privately operated neighborhood pharmacies. The Professional Management Development Corporation implements this decentralized Drug Program using other grant funds, specifically the Ryan White Comprehensive AIDS Resources Emergency (CARE) money. The proposed grant would be used entirely to purchase drugs.

**Project Budget:** All of the proposed grant would be used to purchase drugs.

**Required Match:** None.

**Indirect Costs:** Indirect costs are not allowed by the funder.

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

**Comments:**

1. The proposed grant of \$3 million is \$460,000 or 18.1 percent greater than DPH received in the previous grant.
2. The proposed grant would not include indirect costs, since such costs are not allowed by the funder.
3. The AIDS Drug Program funds approximately 1,200 prescriptions each month.
4. The Department has completed a Disability Access Checklist, which is in the file.
5. A Summary of Grant Request form, as completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.



Office of AIDS  
 Grantor California Dept of Health Services Division Community Health Services  
 Contact Person Anna Ramirez/Steve Roger Section AIDS Office  
 Address P.O. Box 942732 Contact Person Tim Piland  
Sacramento, CA 94234-7320 Telephone 554-9132  
 Amount Requested \$ 3,000,000 Application Deadline n/a  
 Term: From 11/1/93 To 10/31/94 Notification Expected                       
 Health Commission 8/24/93 Board of Supervisors: Finance Committee 9/15/93  
 Full Board 9/20/93

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(xxx)~~ (continuation) (allocation) ~~(xxx)~~ grant in the amount of \$3,000,000 from the period of 11/1/93 to 10/31/94 to provide AIDS Drug Assistance Program services.  
 (Circle appropriate words)

II. Summary: (Concise summary of the project, including a brief description of the project and its objectives)

This program continues to provide AIDS drugs to non-Medicaid-eligible, low-income persons with HIV disease who have a valid prescription from a licensed physician and who meet the program eligibility criteria; program is administered by the AIDS Office and service is provided contractually through the Professional Management Development Corporation, a non-profit pharmaceutical distribution organization.

III. Outcomes/Objectives:

These funds will continue the current Standard Agreement between the City and County and the California Dept of Health Services for another twelve month period (11/1/93 through 10/31/94). Approximately 700 individuals receive these services each month and over 1,200 prescriptions are processed through the program each month.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these funds would eliminate the AIDS Drug Assistance Program for the eligible residents of San Francisco.

V.	7/1/91 - 9/30/92 Col. A Two Years Ago	10/1/92 - 10/31/93 Col. B Past Year/Orig.	11/1/93 - 10/31/94 Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>1,600,000</u>	<u>2,540,000</u>	<u>3,000,000</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Personnel	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Equipment	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Contract Svc.	<u>                    </u>	<u>2,540,000</u>	<u>3,000,000</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Mat. & Supp.	<u>1,600,000*</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Facilities/Space	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Other	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Indirect Costs	<u>Indirect costs are not allowed by funder.</u>					

VI. Data Processing

(Costs included above)

0 0 0

\*Funds were expended by SFGH during this period; program is now contractual.

VII. Personnel

F/T CSC	<u>0</u>	<u>0</u>	<u>0</u>	<u>                    </u>
P/T CSC	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Contractual	<u>0</u>	<u>0**</u>	<u>0**</u>	<u>                    </u>

\*\*These funds are used to purchase drugs only.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

VIII. Contractual Services: Open Bid                      Sole Source 1 (If sole source, attach Request for Proposal Form)  
 One continuing sole-source.



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 213-93-3

**Department:** Airport

**Item:** Resolution authorizing the Airports Commission to accept and expend a grant for a CalTrain/SFO Shuttle (SFO is an airline industry designation for the San Francisco International Airport) from the Bay Area Air Quality Management (BAAQM) District to provide free shuttle services from the Milbrae CalTrain Station to the Airport.

**Grant Amount:** \$60,000 (20% of \$300,000 total estimated shuttle operation costs)

**Grant Period:** One year from beginning of operations

**Source of Funds:** Bay Area Air Quality Management District (BAAQMD)

**Project:** CalTrain/SFO Shuttle

**Description:** The Board of Supervisors previously authorized the Airport to apply for the proposed grant in March, 1993 (File 213-93-1). The proposed resolution would authorize the SFIA to accept and expend funds for the off-Airport portion of a CalTrain/SFO shuttle project from the BAAQMD for a one year trial operation period. The proposed free shuttle would transport airline passengers and Airport employees between the Milbrae CalTrain station and the Airport. The Airport indicates that the shuttle service would encourage Airport employees and airline passengers to use public transportation rather than private transportation to and from the Airport.

According to the Airport, the objectives of the proposed shuttle service are to reduce traffic congestion, to promote the use of public transit and rideshare and to provide a convenient connection to the Airport for Airport employees and airline passengers. The Airport notes that current San Mateo County Transit District (SamTrans) bus routes are not coordinated with the Milbrae CalTrain schedule which, according to the Airport, results in Airport employees and airline passengers waiting long periods of time to get to and/or from the Airport. The SamTrans fare is \$0.85.

The proposed grant funds would be subgranted to a local transit operator that will operate the free shuttle service. Shuttle services would be operated five days a week.

Each day two shuttle vehicles would operate a total of approximately 30.3 hours of running time at a maximum cost of \$38.08 per hour for a daily cost of \$1,154 or an annual cost of approximately \$300,000 for 260 days per year. Should the subgrantee selected provide service at a lower hourly rate (the hourly rate will be the basis of the bidding for selection of the subgrantee), any excess grant funds would be returned to the BAAQMD.

**Grant Budget:** \$300,000 to contractual services through a subgrant with a local transit operator

**Required Match:** \$240,000 (80% of \$300,000) included in the Airport's 1993-94 budget. The Airport will pay for 80% of the total shuttle operation costs from Airport revenues because 80% of the shuttle's operations will take place on Airport premises. The Airport expects that the shuttle will be used mainly by Airport employees.

**Indirect Costs:** None (see Comment No. 2)

**Comments:**

1. Ms. Janice Gendreau of the Airport reports that the proposed resolution would provide grant funding for the off-airport (not on Airport premises) portion of the shuttle operation. Ms. Gendreau advises that the on-Airport portion of the shuttle (on Airport premises) will be funded by Airport revenues included in their 1993-94 budget. The total shuttle operation costs will be approximately \$300,000. The off-Airport costs will be \$60,000 (20% of \$300,000, the subject of the proposed grant) and on-Airport costs will amount to approximately \$240,000 (80% of \$300,000).

2. The Airport advises that indirect costs are not included as a part of the grant funds because the Airport pays for City-wide administrative overhead costs through concession revenues. Therefore, the Airport is requesting that indirect costs for the proposed grant be waived.

3. As stated above, the Airport reports that presently there is not adequate public transportation between SFIA and the Milbrae CalTrain station. The Airport advises that while the Airport's Master Plan calls for an automated Guideway System (people mover) to connect the SFIA with CalTrain east of the Bayshore Freeway, the Guideway System will not be completed until approximately 1997. In the interim, the Airport proposes a free shuttle service operated by SamTrans to meet each

northbound and southbound CalTrain and transport patrons between the Airport's terminals, principal on-Airport work sites, and the Milbrae CalTrain Station.

4. Ms. Gendreau reports that the Airport has not asked SamTrans, Santa Clara County, and San Mateo County to contribute funds to the proposed shuttle project for several reasons: a) these entities currently contribute to the cost of CalTrain operations, b) the Airport has an obligation to provide convenient and environmentally safe transportation for its employees and the Airport is the largest employer in San Mateo County, and c) the Airport views the proposed shuttle service as an Airport only project and operation. The proposed shuttle service will benefit the entire bay area region in terms of convenient transportation service to the Airport and improved air quality. Ms. Gendreau estimates that the proposed shuttle would serve approximately 50 percent of Airport employees and 30-50 percent of Airport patrons coming from San Mateo and Santa Clara counties.

5. According to Ms. Gendreau, the Airport has not finished the selection process for the subgrantee that would actually operate the free shuttle service. Therefore, the Airport requests that the proposed resolution be continued to the call of the Chair until such time as the subgrantee has been selected and the final hourly rate and total project budget are known. The "Summary of Grant Request" will be submitted when the Airport requests the rehearing of this resolution.

6. The Airport has prepared a Disability Access Checklist which is in the file.

**Recommendation:** Continue the proposed resolution to the call of the Chair, as requested by the Airport.





Item 2 - File 102-93-3

**Note:** This item was continued at the September 1, 1993, Governmental Efficiency and Labor Committee meeting.

1. This item is a hearing to consider the process of elimination of Civil Service security guard positions and their replacement by non-Civil Service Sheriff's cadets.

2. In Fiscal Year 1992-93, the Police Department's budget included nine 8202 Security Guard positions. Four of the positions were vacant. Four of the remaining five 8202 Security Guards guarded entrances to City Hall located at Van Ness Avenue, Polk Street and Grove Street and the fifth position was assigned to entrance security at the Hall of Justice. The City Hall entrance guards are responsible for screening persons entering City Hall and monitoring the metal detectors at the three entrances.

3. The Grove Street entrance of City Hall was guarded from 7:15 A.M. until 4:15 P.M., the Van Ness Avenue entrance was guarded from 7:30 A.M. to 4:30 P.M. and the Polk Street entrance was guarded from 8:00 A.M. to 5:00 P.M. Each of the four 8202 Security Guards worked nine hour shifts with one hour for lunch. Three were assigned to the three entrances to City Hall and the fourth 8202 Security Guard relieved the other three for breaks and in the evening between the time that their shifts ended and the time that Department of Public Works guards and janitors took over entrance guard functions. The fourth 8202 Security Guard also served as a roving guard when not needed as a relief guard. The fifth, filled 8202 Security Guard position, in combination with three 8207 Building and Grounds Patrol Officer positions, provided security for the entrance to the Hall of Justice.

4. Based on a reduced General Fund allocation in the 1993-94 budget, non-uniformed (civilian) positions including stable attendants, clerks, graphic artists and all nine 8202 Security Guard positions were eliminated.

5. In order to reestablish the security guard function at City Hall on a permanent basis for Fiscal Year 1993-94, the Mayor's Office assigned this function to the Sheriff's Office. The Sheriff's Office has increased the number of their budgeted 8274 Police Cadet positions by five from five such positions in 1992-93 to ten such positions for 1993-94. 8274 Police Cadets (the term "Police" in the position title does not imply any connection with the Police Department but refers to the type of duties performed) in the Sheriff's Office perform various duties. The Sheriff's Office recently hired seven new 8274 Police Cadets, two to fill existing vacant positions and five to fill the five new positions. All ten 8274 Police Cadet positions are assigned to perform the security guard function for City Hall (28 percent of their time) and other duties in the Sheriff's Office such as clerical-office work, performing urine sampling of inmates and duties in the Work Furlough Program (72 percent of their time). Two 8274 Police Cadets are stationed at one City Hall entrance, one each at the other two City Hall entrances and the fifth serves as a Relief/Rover position.

5. The ten 8274 Police Cadet positions, at 28 percent time, provide a total of 2.8 Full Time Equivalent (FTE) positions. The Sheriff's Office has also assigned two (2.0 FTE) Sheriff Deputy positions on light duty to the security guard function at City Hall and a Sheriff's Sergeant position at 0.2 FTE provides supervision of the security guard function. Therefore, the Sheriff's Office is providing a total of 5.0 FTE (2.8 Police Cadets plus 2.0 light duty Deputies plus 0.2 supervising Sergeant) for the City Hall entrance security guard function to replace the five (5.0 FTE) 8202 Security Guard positions that were previously assigned to these duties by the Police Department. The Hall of Justice entrance security continues to operate with the existing three 8207 Building and Grounds Patrol Officer positions with no replacement for the 8202 Security Officer position that was deleted.

6. The salary and fringe benefits for the 8202 Security Guard and 8274 Police Cadet classifications are as follows:

<u>Classification</u>	<u>Annual Salary At Top Step</u>	<u>Fringe Benefits Paid by City</u>
8202 Security Guard	\$30,067	Retirement, FICA, Health and Dental Insurance, Unemployment Insurance, Vacation and Sick Leave
8274 Police Cadet	\$21,454	FICA, Health and Dental Insurance, Unemployment Insurance, Vacation and Sick Leave

7. Although the nine 8202 Security Guard positions were eliminated in the 1993-94 budget, the Civil Service Commission's Layoff Processing Team has been evaluating other similar employee classifications for which the nine laid-off employees could qualify. So far, no other classifications have been identified but Civil Service is continuing their evaluations.

8. All of the former 8202 Security Guards were invited to apply for the seven 8274 Police Cadet position openings. Four applied, but three failed the agility test and the remaining applicant was rejected on the basis of a background check.

### **Comment**

In 1992-93, the City had a total of twelve 8202 Security Guard positions, including the nine cited above in the Police Department and three at the Fine Arts Museums. In addition to the elimination of the nine 8202 Security Guard positions in the Police Department, the Fine Arts Museums also eliminated their three positions in favor of obtaining security guard services by contracting with a private firm.

Item 3 - File 27-93-18

**Department:** San Francisco International Airport

**Item:** Ordinance approving Modification No. 3 of the Lease and Use Agreement between Continental Air Lines, Inc., and the City and County of San Francisco, acting by and through its Airports Commission.

**Description:** The existing lease with Continental Air Lines, Inc. is for a 30-year term from July 1, 1981 to June 30, 2011.

The proposed ordinance would modify Section 203 of the Airport Lease and Use Agreement between Continental Air Lines, Inc. and the City which concerns the terminal area space at Boarding Area "A" and "B" in the South Terminal Building. Specifically, the proposed ordinance would modify the square footage stipulated in the lease to the measurements of the space actually being leased by Continental Air Lines, Inc., and add space previously rented to Continental under a month-to-month permit. Section 203 of the lease agreement for the lease of various categories of space by Continental Air Lines, Inc. would be amended to increase the leased space by 28,220 square feet as follows:

South Terminal/Boarding Area "A"

	<u>Square Feet</u>		
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<u>Exclusive Use Areas</u>			
Category I	9,789	10,648	859
Category II	7,269	18,255	10,986
Category III	6,540	6,859	319
Category IV	0	11,107	11,107
Category V	0	4,949	4,949
Total Square Feet	23,598	51,818	28,220

The lease defines Airport space categories as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates)
Category II	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies
Category III	Administrative and Operations Offices(basement level)
Category IV	Baggage Handling Areas
Category V	Open Aired Uncovered Space on Ramp
Exclusive Use Areas	Spaces which are exclusively occupied by Continental Air Lines, Inc.

The proposed resolution would also modify Section 402 of Article IV of the Agreement which describes the annual rent which Continental Air Lines, Inc. pays to the City. The proposed modifications of Section 402 are as follows:

	<u>Rent Per</u> <u>Square Foot</u>	<u>Current</u>	<u>Annual Rent</u> <u>Proposed</u>	<u>Change</u>
<u>Annual Rent</u>				
<u>Exclusive Use Areas</u>				
Category I	\$47.45	\$464,488	\$505,248	\$40,760
Category II	35.59	258,703	649,695	390,992
Category III	23.73	155,194	162,764	7,570
Category IV	11.86	0	131,729	131,729
Category V	4.75	0	23,507	23,507
Total		\$878,385	\$1,472,943	\$594,558

**Comments:**

1. Modification No. 3 of the Lease and Use Agreement between Continental Air Lines, Inc. and City and County of San Francisco was adopted on August 17, 1993, by the Airports Commission.

2. As reflected above, the proposed modification to Continental Air Lines, Inc.'s lease would result in annual increased revenues of \$594,558 from Continental Air Lines' lease of "exclusive use areas".

3. The proposed amended annual revenues payable to the Airport by Continental Air Lines, Inc. would have an effective date of August 1, 1993. According to Mr. Peter Nardoza of the San Francisco International Airport, prior to this amended agreement, Continental Air Lines, Inc. had two rental agreements with the Airport (a permit and a lease agreement). After coming out of bankruptcy, Continental paid all monies owed to the Airport and moved its space rented from the Airport under the permit agreement to the lease agreement. All of the increased revenue shown above is included under the new lease agreement. However, the total annual rent paid to the Airport will not change. This increase in the lease agreement reflects modifications concerning space actually being leased by Continental and the addition of space rented formerly under a month-to-month permit in addition to the prior lease agreement. Therefore, Mr. Nardoza reports there will be no net change in revenues to the Airport.

**Recommendation:** Approve the proposed ordinance.





Item 4 - File 97-93-28

**Department:** Purchasing

**Item:** Draft ordinance amending the Administrative Code by amending Section 4.11 to delete the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees and instead to authorize the Department Head to assign vehicles upon written justification from the individual officer or employee requesting the vehicle; to allow exceptions to the prohibition against employees of the City and County using City vehicles for transportation to and from the employee's residence for any employee who is on call for work after his or her normal workday, and for Forensic Pathologists who are employed by the Office of the Medical Examiner/Coroner and who use City vehicles for transportation in order to investigate death scenes before and after normal working hours. The Medical Examiner/Coroner would be required to keep records in the latter case, and said records would be required to be open to inspection by the Mayor and the Board of Supervisors. Finally, the proposed ordinance would allow employees to garage City vehicles at their places of residence during non-work hours.

**Description:** Section 4.11 of the San Francisco Administrative Code currently provides that the Purchaser of Supplies is authorized to assign vehicles to individual officers and employees after approving a request, written by the head of the department and approved by the Chief Administrative Officer, justifying the need for such vehicle assignment.

In addition, Section 4.11 states that City-owned vehicles may be used only for City business and that such vehicles may be used for transportation to and from an employee's place of residence only for one or more of the reasons listed below:

1. The employee resides in the City, or the employee both resides and works outside of the City<sup>1</sup>, and:
  - a. The employee is on call for work after his or her normal workday is completed and the nature of the work has required the use of a City vehicle on at least five occasions in the preceding 12-month period;

---

<sup>1</sup>Excluded from this class would be an employee who resides outside of the City and works in the City.

- b. The employee must leave his or her residence prior to 8:00 a.m. on City business away from his or her normal place of work;
  - c. The employee would return to his or her normal place of work from an appointment of City business after 6:00 p.m. or on a weekend.
2. The employee is a member of the Police Department, Sheriff's Department, or Office of Emergency Services, and has the prior written permission of the department head to use a vehicle equipped with emergency equipment for such purpose. The departments are required to keep detailed records of all vehicles used for such purposes and the number of vehicles so exempted shall not exceed the following:

Police Department	33
Sheriff's Department	5
Emergency Services	2

The proposed ordinance would amend the foregoing provisions by rescinding the requirement that the Purchaser of Supplies assign vehicles, and instead authorize the department head to make City vehicle assignments upon approval of written justification from the individual officer or employee.

In addition, the proposed ordinance would allow an employee on call for work after his or her normal workday to use a City vehicle for transportation to and from the employee's residence without regard to the location of the employee's residence or employment.

Furthermore, the proposed ordinance would add Subsection (5) to Section 4.11(b) of the City's Administrative Code to include Forensic Pathologists employed by the Office of the Medical Examiner/Coroner in the criminal justice investigatory system, consisting of the Police Department, the Sheriff's Department, and Emergency Services. This inclusion would be limited to forensic pathologists who use City vehicles for transportation in order to investigate death scenes before and after normal work hours. These employees would be permitted to take City vehicles to and from their homes under the new ordinance. The Medical Examiner/Coroner would be required to keep records, and these records would have to be open to inspection by the Mayor and the Board of Supervisors. The number of City vehicles for such use by Forensic Pathologists would be limited to two.

Finally, the proposed ordinance would allow an employee to drive a City vehicle to and from the employee's place of residence solely for the purpose of garaging the vehicle during non-work hours. Such authorization would require the recommendation of the Chief Administrative Officer and approval by the Board of Supervisors, subsequent to the Department's finding that the public interest would be served by permitting the employee to take the vehicle home.

**Comments:**

General

1. Mr. Nothenberg, Chief Administrative Officer (CAO), has stated that the proposed amendments would save the City money, would conform the ordinance to actual practice, and would deal with some operational anomalies.
2. In general, the Salary Standardization ordinance provides for standby pay as follows:
  - a. Instantly available on call: 25 percent of regular pay
  - b. Electronic paging: 10 percent of regular pay

When employees are called to perform their regular duties in emergencies during the period of standby service, they are paid at the usual rate of pay and are paid for using a privately owned vehicle at the rate of \$0.26 per mile, when such vehicles are used.

3. Some City employees are reimbursed by the City for regularly using their privately owned vehicles on City business.

Vehicle Assignments to Employees

4. Mr. Nothenberg has stated that department managers, who are in a position to know the transportation requirements of individuals within their departments, as opposed to the limited knowledge of the Purchaser as to such transportation requirements, should be responsible for assigning City vehicles.

5. According to Mr. Marc Rosaaen of the Purchasing Department, in actual practice, the Purchaser assigns City vehicles to department heads, who then assign the vehicles to individual employees within the department. This practice is inconsistent with current legislation, which authorizes the Purchaser to assign vehicles to individual employees.

Use of City Vehicles for Transportation To and From Residences

6. Mr. Nothenberg has stated that the policy of allowing employees who are on call for work after normal working hours, and who work inside the City but who live outside the City, to take their City vehicles home would correct an "awkward situation." Currently, departmental managers can assign on call duties for which a vehicle is necessary only to persons living in the City, or, alternatively, require on call personnel who live outside the City to use their privately owned vehicles to respond to emergencies. Mr. Nothenberg advises that if the City requires an employee to be on call to respond to an emergency after hours, the City should provide a City vehicle, irrespective of whether the person responding lives in the City or lives outside of the City.

7. The Mayor's Budget Office conducted a City vehicle and parking survey in the latter part of calendar year 1992. That survey included the following findings, comments, and recommendations:

- The City presently owns 2,719 vehicles of 3/4 ton or less, including automobiles of various sizes, pick-up trucks, and vans;
- Departments reported a total of 399 vehicles that are authorized for 24-hour take home use;
- Departments reported 2,473 parking spaces available for privately-owned or City-owned vehicles used in the course of City business;
- City departments budgeted a total of \$159,300 for the purchase of parking spaces. Of this total, approximately \$68,000 is General Fund. Except in special circumstances, all of the paid parking spaces are used for City-owned vehicles.
- City officers and employees have been authorized to take home one out of every seven City vehicles. Some of the explanations given by the Departments in the survey are not authorized by the provisions of the Administrative Code. For example, many of the vehicles used by City Hall departments are authorized for take home use due to the shortage of public parking in the Civic Center area and to prevent vandalism of City vehicles. Employees that take City vehicles home for these reasons must provide a secure garage space for the vehicle.

- Departments appear to interpret "City business" very broadly in authorizing vehicles for take home use.
- While most vehicles are not authorized for take home use by City employees, the City's Administrative Code is somewhat general with respect to the exceptions for take home use. For example, the Administrative Code only requires that an employee be on call for work after the normal work day, and that the employee demonstrate the need for a City vehicle of at least 5 times in the preceding 12-month period.
- One policy that recognizes valid needs for taking City vehicles home was recently developed by the Public Utilities Commission (PUC). The PUC's policy is more restrictive than Administrative Code 4.11, and only permits take home of City vehicles by employees that have used the vehicle three or more times during one month after completion of their normal work day; are part of the department's emergency response mechanism; or who have to make unscheduled work site visits.

#### Mayor's Budget Office Recommended Options

- Revise and tighten the exceptions policy for allowing City-vehicle take home use outlined in the Administrative Code. As noted above, the Public Utilities Commission recently implemented a more restrictive policy for take home use of City vehicles. The Mayor's Budget Office suggests that this more restrictive policy be implemented City-wide. This would require an ordinance to amend Administrative Code Section 4.11.
- Expand the use of vehicle pools. Decrease the number of vehicles authorized for take-home use. Conceivably, as vehicles are pooled in greater numbers, the City would need fewer vehicles in its fleet. The Mayor's Budget Office recommends that vehicle pools be implemented in a policy directive issued to Department Heads and through the specific budget instructions to the CAO and his departments.
- Take home use should only be authorized for employees who demonstrate a frequent need to use a City vehicle after the normal work day. Employees who do not have a frequent need to use a City vehicle after the normal work day may use their privately-owned vehicles and receive a



mileage reimbursement from the City, or secure a City-owned vehicle from a vehicle pool when warranted.

8. In a survey conducted by the Budget Analyst in July of 1993, the Budget Analyst determined that approximately 266 of the 399 vehicles authorized for 24-hour take-home use are driven home by employees who are on call before or after normal working hours. In addition, the Budget Analyst reports that approximately 82 of these 266 City vehicles are driven to destinations outside of San Francisco, which is contrary to existing City policy. These 82 vehicles exclude those City vehicles driven home by employees who both live and work outside of the City.

9. According to the Budget Analyst's survey, departments reported that they would assign an additional 24 vehicles to be used to perform on call duties to employees living outside of San Francisco, if the provisions of the Administrative Code were amended to allow such assignments.

10. Based on data provided by City departments, the Budget Analyst estimate that employees commuting from locations outside of the City travel an average of 42 miles more per day, or approximately 10,374 more miles per year (42 miles x 247 work days), than employees who live in the City.

11. The Purchasing Department has estimated that it costs \$0.29 per mile to operate a City vehicle, including fuel (\$0.07), maintenance (\$0.09), and depreciation expense (\$0.13). Therefore the extra cost of authorizing a City employee who lives outside of the City but who works in the City to use City vehicles for transportation could cost the City an additional \$12.18 per vehicle per day (42 miles times \$0.29). Annualized, the extra cost per year would be approximately \$3,008 (\$12.18 per day x 247 days) per vehicle.

12. The City would save money on parking expenses for City vehicles which normally would have to be parked in a commercial lot in the City overnight, but, upon passage of the proposed ordinance, could be parked at the employee's residence. However, whether there would be a net savings from such authorization would depend on the distance the vehicle would be driven. Using the Purchaser's cost figure of \$0.29 per mile, monthly overnight parking charges of \$100 would equate to approximately 345 miles of vehicle operation per month, or approximately 40 one-way trips of 8.6 miles to or from an employee's residence.



13. According to the Budget Analyst's survey, for 11 City departments which responded to the survey, such departments annually expend a total of approximately \$193,871 on parking spaces for City vehicles during non-working hours. In addition, departments spend an estimated \$28,000 per year on repairs required as a result of vandalism. Thus, a total of approximately \$222,000 is spent per year for the parking and repairs of City vehicles not driven home at night.

The following departments responding to the Budget Analyst's survey reported parking costs or costs for repairs needed because of vandalism and therefore could potentially save money if the savings outweigh the extra costs incurred for fuel and maintenance of City vehicles driven home at night:

<u>Department</u>	<u>Amount Expended</u>	<u>Estimated Amount</u>	<u>Total</u>
	<u>Annually on Off-</u> <u>hour Parking of</u> <u>City Vehicles</u>	<u>Expended</u> <u>Annually due to</u> <u>Vandalism</u>	
District Attorney	\$0	\$7,500	\$7,500
Electricity/Telecomm.	0	4,000	4,000
Hetch Hetchy	2,500	0	2,500
Police	18,000	3,000	21,000
Public Administrator	0	2,000	2,000
Public Defender	0	1,000	1,000
DPH	25,200	500	25,700
PUC/MUNI	69,859	0	69,859
DPW	36,648	9,700	46,348
Sheriff	20,880	0	20,880
Water	<u>20,784</u>	<u>300</u>	<u>21,084</u>
TOTAL	\$193,871	\$28,000	\$221,871

The remaining 36 City departments and agencies that responded to the survey do not incur expenses for off-hours parking, because of the availability of free parking provided by the City, nor do these departments report damage to vehicles caused by vandalism.

#### Forensic Pathologists

14. Mr. Nothenberg reports that Forensic Pathologists employed by the Office of the Medical Examiner/Coroner have been overlooked by Section 4.11 of the Administrative Code and that they should receive the same privileges as members of the other criminal investigatory agencies.

15. According to Dr. Boyd Stephens of the Medical Examiner's Office, a separate provision allowing on-call Forensic Pathologists to take City vehicles home was deemed necessary since it is not clearly indicated in current legislation that such use of City vehicles is permitted for Forensic Pathologists. Rather, current legislation provides certain exceptions, which do not include Forensic Pathologists, to the prohibition against taking City vehicles home.

16. Dr. Stephens reports that Forensic Pathologists are called to all homicide scenes, all suspicious death scenes, and upon the request of Medical Examiner Investigators.

**Recommendations:**

1. Approve the proposed amendment to Section 4.11 to authorize department heads, in lieu of the Purchaser of Supplies, to make City vehicle assignments upon approval of written justification from the individual officer or employee.

2. Approve the proposed amendment to Section 4.11 to authorize two vehicles of the Medical Examiner/Coroner to be driven to an employee's residence for the purpose of providing emergency Forensic Pathologist services.

3. Amend Section 4.11 to authorize City employees to drive City-owned vehicles to and from their places of residence solely for the purpose of garaging City vehicles during non-work hours, only with respect to City employees who live in the City. In the judgement of the Budget Analyst, authorizing City employees who live within the City to garage City vehicles at their place of residence during non-work hours could be economical in various instances. However, in the judgement of the Budget Analyst, authorizing City employees who live outside of the City to garage City vehicles at their place of residence during non-work hours may not be economical in various instances.

4. The decision of whether to amend Section 4.11 to authorize an employee who lives outside of the City to drive a City vehicle to and from the employee's place of residence for the purpose of providing transportation for the employee while the employee is in an on-call status for work after his or her normal workday is a policy matter for the Board of Supervisors.

Item 5 - File 97-93-46

1. The proposed ordinance would amend Chapter 2, Article IX, Section 2.81 of the San Francisco Administrative Code to require any bidders for the City's official advertising contracts to certify in writing that newspapers will be delivered to all areas of the City upon request.

2. Official advertising is divided into two categories: Category I is official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and Category II is official advertising which is required by law to be published more than one time, but not more than three times a week.

3. For Fiscal Year 1992-93, the Purchasing Department contracted with the San Francisco Examiner for the provision of Category I official advertising services and with the San Francisco Independent for the provision of Category II official advertising services. These contracts expired on June 30, 1993. The Purchasing Department reports that an Invitation for Bids was issued on March 21, 1993. In response to the Invitation for Bids, the Department received a total of five bids.

4. The Purchasing Department selected the San Francisco Examiner as the lowest bidder for both Categories I and II of official advertising. However, questions were raised regarding the San Francisco Examiner not providing full service to all areas of the City. Therefore, the 1992-93 contract for Category II advertising with the San Francisco Independent was extended for the three month period from July 1, through September 30, 1993 (File 112-93-1.1) by the Board of Supervisors. Item 6, File 112-93-2 of this report is a resolution to extend the contract for Category II advertising with the San Francisco Independent from October 1, on an interim basis not to exceed three months, in order to allow the Purchaser's Office to rebid the contract for Category II advertising. The San Francisco Examiner was selected as the official newspaper for Fiscal Year 1993-94 for Category I advertising (File 112-93-1).

5. The proposed Administrative Code amendment is for purposes of insuring that newspapers containing official advertising are available to all citizens of San Francisco, irrespective of locations.

**Recommendation**

In accordance with the prior policy decision of the Board of Supervisors, approve the proposed ordinance.



Item 6 - File 112-93-2

1. The proposed resolution would designate the San Francisco Independent as the official newspaper commencing October 1, 1993, on an interim basis not to exceed three months, for all official advertising of the City and County of San Francisco which is required by law to be published more than one time, but not more than three times a week (Category II).

2. Official advertising is divided into two categories: Category I is official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and Category II is official advertising which is required by law to be published more than one time, but not more than three times a week.

3. For Fiscal Year 1992-93, the Purchasing Department contracted with the San Francisco Examiner for the provision of Category I official advertising services and with the San Francisco Independent for the provision of Category II official advertising services. These contracts expired on June 30, 1993, The Purchasing Department reports that an Invitation for Bids was issued on March 21, 1993. In response to the Invitation for Bids, the Department received a total of five bids.

4. The Purchasing Department selected the San Francisco Examiner as the lowest bidder for both Categories I and II of official advertising. However, questions were raised regarding the San Francisco Examiner not providing full service to all areas of the City. Therefore, the 1992-93 contract for Category II advertising with the San Francisco Independent was extended for the three month period from July 1, through September 30, 1993 (File 112-93-1.1) by the Board of Supervisors. The San Francisco Examiner was selected as the official newspaper by the Board of Supervisors for Fiscal Year 1993-94 for Category I advertising (File 112-93-1).

5. An ordinance to amend the San Francisco Administrative Code has been submitted to the Board of Supervisors (Item 5, File 97-93-46 of this report) to require any bidders for the City's official advertising contracts to certify in writing that newspapers will be delivered to any area in the City upon request. This proposed Administrative Code amendment is for purposes of insuring that newspapers containing official advertising are available to all citizens of San Francisco, irrespective of locations.

6. The proposed resolution would extend the Fiscal Year 1992-93 contract with the San Francisco Independent for an additional three months from October 1, through December 31, 1993 in order for the Purchaser to conduct a new bidding process for Category II official advertising for Fiscal Year 1993-94 in accordance with the new provisions of the Administrative Code proposed by Item 5, File 97-93-46 of this report.



**Comments**

1. The FY 1992-93 budget and the FY 1993-94 budget include the following amounts for the City's consecutive and non-consecutive categories of official advertising:

	<u>1992-93</u> <u>Budget</u>	<u>1993-94</u> <u>Budget</u>
Board of Supervisors	\$248,432	\$263,726
Purchaser	8,000	6,000
Department of Public Works	95,000	97,000
City Planning	45,750	50,325
Port	119,190	119,090
Public Utilities Commission	25,000	25,000
Airport	<u>2,500</u>	<u>2,500</u>
Total	\$543,872	\$563,641

2. The proposed resolution would require that the proposed second three-month extension of the Category II official advertising contract with the San Francisco Independent for the period of October 1, through December 31, 1993 would expire on the earlier of December 31, 1993 or the effective date of a new contract for Category II official advertising resulting from a new bidding process for such advertising, as approved by the Board of Supervisors .

**Recommendations**

In accordance with the prior policy decision of the Board of Supervisors, approve the proposed resolution.



Item 7 - File 106-93-8

**Department:** Employee Relations Division

**Items:** Ordinance to implement the compensation provisions of the agreement between the International Federation of Professional and Technical Engineers, Local 21 and the City and County of San Francisco pursuant to San Francisco Charter Section 8.409-1, et. seq., effective July 1, 1993.

**Description:** Local 21 of the International Federation of Professional and Technical Engineers represents approximately 2,000 City employees in various Civil Service employee classifications.

Pursuant to Charter Section 8.409-1, the City and Local 21 met and conferred regarding wages, hours and other terms and conditions of employment. However, an agreement could not be reached and pursuant to the provisions of Charter Section 8.409-1 et. seq., the City and Local 21 engaged in arbitration of the disputed matters. The arbitrator issued an award on June 25, 1993 that was subsequently appealed by the Mayor's Office. The Mayor's Office withdrew their appeal after an agreement was reached between the City and Local 21. The proposed ordinance would enact this agreement.

According to the agreement between the City and Local 21, salaries for 1993-94 would remain at the 1992-93 level with no cost-of-living adjustment for 1993-94. However, the agreement between the City and Local 21 includes some increases in allowances and reimbursements for some Local 21 represented employees. These increases in allowances and reimbursements would result in a negligible increase in costs to the City in 1993-94, according to Mr. John Madden of the Controller's Office.

One new provision included in the agreement between the City and Local 21 is a deferred compensation plan whereby each employee earns a credit of four hours per biweekly pay period worked (80 hours) or five percent that would be converted to cash (based on the employee's highest year's earnings) and paid to the employee upon separation from City service. Although this new provision could result in significant costs in the future when the Local 21 employees leave employment with the City, Mr. Madden indicates that there is no way to predict when these costs would occur or the amount of the costs.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 8 - File 97-93-48

- Department:** Department of Public Health (DPH)
- Item:** Proposed ordinance amending Section 10.110 of the San Francisco Administrative Code relating to the acceptance of gifts by the Department of Public Health.
- Description:** Section 10.110 of the Administrative Code permits the Health Commission to accept gifts on behalf of San Francisco General Hospital and Laguna Honda Hospital of less than \$5,000 in value or amount, without obtaining specific approval for each such gift from the Board of Supervisors. The proposed ordinance would amend Section 10.110 to increase the threshold at which Board of Supervisors approval is required from \$5,000 to \$25,000, and allow the Health Commission to accept such gifts on behalf of any division of the Department of Public Health, rather than exclusively those donated on behalf of San Francisco General Hospital and Laguna Honda Hospital.
- Under the proposed ordinance, acceptance of gifts of up to \$25,000 in value by the DPH would not require approval of the Board of Supervisors. The \$25,000 threshold would be increased by five percent each fiscal year, starting on July 1, 1994. Section 10.110 now has a fixed \$5,000 limit.
- Comments:**
1. All City Department Heads are authorized to accept gifts of less than \$5,000 in value or amount, under Section 10.116 of the Administrative Code. The proposed ordinance would make the Director of the Department of Public Health the one Department Head who could accept gifts of \$5,000 to under \$25,000 without separate Board of Supervisors approval.
  2. Ms. Florence Stroud, Interim Director of Public Health, states that the proposed ordinance is designed to save staff time in preparation of documents and attending committee meetings, at a time when staff is "stretched to the limit." Ms. Stroud advises that, if the proposed ordinance is approved, DPH staff would propose to the Health Commission that gifts of less than \$25,000 come before the Commission in a more abbreviated form than they now do. Ms. Stroud reports that staff now present the same resolution and supporting information to the Commission as they do to the Board of Supervisors. However, according to Ms. Stroud, the Commission might agree to have gifts listed in the Executive Director's report, and approved along with that report rather than in separate resolutions. Alternatively, the Commission

might decide to review gifts as part of a monthly report, or a quarterly report from a subcommittee.

3. Mr. Larry Funk of Laguna Honda Hospital reports that a search of records for the entire DPH showed a total of 3 gifts valued at less than \$25,000 received by DPH in FY1992-93. Laguna Honda Hospital was the recipient of each of the gifts, which included \$16,000 in plant services equipment, \$8,300 in cash for Hospice services, and \$15,600 in a cash bequest for the Patient Gift Fund. Mr. Funk advises that this represents a lower level of gift activity than usual.

4. Section 10.116-3 of the Administrative Code requires departments, boards and commissions that accept gifts to submit an annual report to the Board of Supervisors showing gifts received, by nature, amount and disposition of the gift. The proposed amendment to the Administrative Code would place the regulation of gifts to the DPH in Section 10.110, instead of Section 10.116. Ms. Paula Jesson of the City Attorney's Office advises that the reporting requirement contained in Section 10.116-3 should be stated in Section 10.110 as well, if the proposed amendment is approved, to clarify that the reporting requirement is still intended to be applied to the DPH.

5. The Budget Analyst believes that the volume of gifts valued below \$25,000 (an estimated 3 in FY1992-1993) does not pose a substantial administrative burden on the DPH. The DPH could prepare a single resolution to the Board of Supervisors on a quarterly basis (or less frequently), requesting approval for acceptance of an itemized list of gifts donated during that period. Current practice also permits the DPH to obtain retroactive approval sometimes for cash gifts, in order to permit the Department to begin collecting interest on deposit of cash gifts as soon as possible. Even if the number of gifts increases, the Budget Analyst would not recommend the deletion of the approval authority of the Board of Supervisors.

6. While the Budget Analyst recognizes that acceptance of most gifts valued under \$25,000 is a routine matter, budgetary and policy concerns could be raised by certain types of gifts. Gifts of materials and equipment commonly require maintenance. In the case of medical services, use of the equipment could also cause the DPH to incur service costs, if the particular procedure is not covered by Medicare or Medicaid. Cash gifts of less than \$25,000 would not result in new expenses for the DPH, but a group of cash gifts designated for the same purpose could have an effect on implementation priorities that would result in a change in policy.

7. The Health, Public Safety and Environment Committee of the Board of Supervisors has under consideration a resolution (File 30-93-7) to support a DPH effort to restructure the financial relationship between the DPH and the City and County of San Francisco. The Budget Analyst believes that the issue of procedures for accepting gifts valued under \$25,000 could be addressed as part of the larger proposal to negotiate a new financial relationship between the DPH and the City and County, if that proposal is approved.

**Recommendation:** 1. Disapprove the proposed ordinance. The Budget Analyst believes that there should not be any reduction of the authority of the Board of Supervisors in the acceptance of gifts at this time.

2. If the Committee decides to approve the proposed ordinance, amend the proposed ordinance to require the DPH, under Section 10.110, to prepare an annual report to the Board of Supervisors listing all gifts received by nature, amount and disposition, as now applies to all departments under Administrative Code Section 10.116-3.





Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 9 - File 25-93-21

**Department:** Purchasing

**Item:** Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be performed by a private contractor for a lower cost than similar work performed by City and County employees.

**Services to be Performed** Security Guard Services - Central Shops

**Description:** The Controller has determined that contracting for security guard services for Fiscal Year 1993-94 for the Purchasing Department's Central Shops would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel Services	\$92,388	\$109,152
Other Personnel Services	10,622	12,551
Employee Benefits	<u>23,586</u>	<u>26,408</u>
Total	\$126,596	\$148,111
<u>Contracted Service Cost</u>	<u>62,545</u>	<u>62,545</u>
<u>Estimated Savings</u>	\$64,051	\$85,566

- Comments:**
1. The Purchasing Department reports that this service was originally contracted out in 1983.
  2. The current two year contract, which expired July 31, 1993, and has a one-year renewal option which the Purchasing Department wishes to exercise, is with McCoy's Patrol Service. The Contracted Service Cost is based on the previous two year contract plus an escalation clause. McCoy's Patrol Service is a certified MBE firm.
  3. The Purchasing Department reports that McCoy's Patrol Service does not provide health care coverage for their employees.

4. The Contoller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

**Recommendation:** Since the Purchasing Department reports that contractor is not providing health coverage, approval of the proposed resolution is a policy matter for the Board of Supervisors.

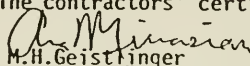
900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Purchasing/Central Shops For time Period FY 1993-94

Contract Services Security Guard Services

- 1) Who performed services prior to contracting out?  
Class 7410 Automotive Service Worker
- 2) Number of City employees laid off as a result of contracting out?  
None
- 3) If the employees were not laid off as a result of contracting out, what happened to them?  
Employees were reassigned to Service Worker duties that were understaffed.
- 4) What percent of a City employee's time is spent on services to be contracted out?  
100% of three (3) employees
- 5) How long have the services been contracted out?  
Services originally contracted out - September 1983
- 6) Will contract services meet goals of MBE/WBE Ordinance?  
Present contractor is certified MBE. The contractors' certification number is 21 101 004 48

  
M.H. Geistlinger

Department Representative

Telephone: 554-6210



Item 10 - File 25-93-22

**Department:** Airports Commission

**Item:** Resolution concurring with Controller's Certification of costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City and County employees.

**Services to be Performed:** Parking management services include: a) parking fee collection, b) parking lot security c) janitorial services d) controlling traffic in and out of parking lots to avoid gridlock and e) regulating the number of taxis at the various terminal taxi stands.

**Description:** The Controller has determined that contracting for these parking management services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel Services	\$7,276,512	\$8,362,552
Other Personnel Services	377,084	438,442
Other Services	1,705,913	1,769,999
Employee Benefits	<u>1,836,658</u>	<u>2,017,546</u>
Total	\$11,196,167	\$12,588,539
<u>Contracted Service Cost</u>	<u>9,015,500</u>	<u>9,015,500</u>
<u>Estimated Savings</u>	\$2,180,667	\$3,573,039

**Comments:** 1. Parking management services were first certified as require by Charter Section 8.300-1 in 1980 and have been provided by a an outside contractor since 1971.

2. The Airports Commission is currently contracting with AMPCO Airport Parking Company for the provision of these parking management services. The term of this contract is for a period of one year commencing July 1, 1991, with four one-year renewal options. Fiscal Year 1993-94 is the second renewal option. The Contracted Service Cost used for the purpose of this analysis is the Airport's and the current contractor's estimate of providing parking management services for Fiscal Year 1993-1994. AMPCO is not an MBE/WBE firm. The Airport reports that AMPCO employees receive health care coverage.

3. The Controller's supplemental questionnaire with the Airport Commission's responses, including the MBE/WBE status of this contract, is attached.

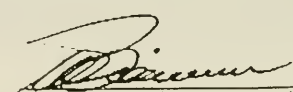
**Recommendation:** Approve the proposed resolution



attachment

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Airports Commission For time Period 7/01/93 - 6/30/94Contract Services Parking Facilities at San Francisco International Airport  
Operating Agreement for Public Automobile

- 1) Who performed services prior to contracting out?  
This service has always been contracted out. It has never been operated by City Personnel.
- 2) Number of City employees laid off as a result of contracting out?  
None.
- 3) If the employees were not laid off as a result of contracting out, what happened to them?  
Not applicable - always contracted out.
- 4) What percent of a City employee's time is spent on services to be contracted out?  
Not applicable - always contracted out.
- 5) How long have the services been contracted out?  
Services have been contracted out since October 16, 1971
- 6) Will contract services meet goals of MBE/WBE Ordinance?  
The contractor met the 30% MBE goal and demonstrated good faith efforts in awarding five (5) contracts (5%) to WBEs. The contractor is required to meet the City's affirmative action requirements for Chapter 12B and 12C.

Telephone: (415) 876-2112  
Department Representative  
Duke Briscoe  
Deputy Director Operations



Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting

Item 11 - File 25-93-23

**Department:** Airports Commission

**Item:** Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City and County employees.

**Services to be Performed:** Airport Information Booth Services (provides multilingual information service to passengers at the baggage claim level of each terminal, including ground transportation, visitor and Airport information)

**Description:** The Controller has determined that contracting for Airport Information Booth Services will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Personnel	\$927,015	\$1,100,860
Fringe Benefits	194,992	221,259
Other	<u>108,767</u>	<u>108,767</u>
Total	\$1,230,774	\$1,430,886
<u>Contracted Service Cost</u>	<u>950,000</u>	<u>950,000</u>
<u>Estimated Savings</u>	\$280,774	\$480,886

- Comments:**
1. The Airports Commission reports that this service has been provided by an outside contractor since October 1990, and was first certified as required by Charter Section 8.300-1 in Fiscal Year 1990-1991.
  2. The term of this contract is for a period of one year commencing October 15, 1991, with annual renewal options up to a maximum of five years. The Contracted Service Cost used by the Controller's office is the actual cost of the current contract.
  3. Polaris Research and Development is an MBE firm. The Controller's supplemental questionnaire with the Airport Commission's responses, including the MBE/ WBE status of this contract, is attached.

4. The Airport reports that Polaris Research and Development provides health care for their employees.

**Recommendation:** Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFIA Operations For Time Period October 15, 1993/  
October 14, 1994

Contract Services Airport Information (AI) Booth Program

- 1) Who performed services prior to contracting out?  
These services were approved by the Airports Commission on November 21, 1989, through Resolution #89-0219, and have been performed in an exemplary manner by Polaris Research and Development since October 15, 1990 to present.
- 2) Number of City employees laid off as result of contracting out?  
None (See #1)
- 3) Explain disposition of employees if they were not laid off.  
N/A (See #1)
- 4) What percent of a City employee's time is spent on services to be contracted out?  
N/A (See #1)
- 5) How long have the services been contracted out?  
Three years, from October 15, 1990 through October 14, 1993.
- 6) What was the first fiscal year for a Proposition J Certification?  
Fiscal Year 1990 - 1991
- 7) How will contract services meet the goals of your M8E/W8E Action Plan?  
This contract has been awarded to an M8E firm. It has adhered to the City's non-discrimination ordinance of Chapter 128, 12C and 12D of the San Francisco Administrative Code.

Duke Briscoe  
Duke Briscoe

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Department Representative  
Duke Briscoe, Deputy Director  
Operations  
Telephone: (415) 876-2112

!June 21, 1993!  
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Item 12 - File 25-93-24

**Department:** Municipal Court

**Item:** Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City and County employees.

**Services to be Performed:** Court Management System Coordinator Services (links seven criminal justice agencies of the City and County including Police, Sheriff, Adult Probation, Superior Court and Municipal Courts, District Attorney, Public Defender, and County Clerk).

**Description:** The Controller has determined that contracting for Court Management System Coordinator Services will result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salary	\$52,060	\$61,727
Fringe Benefits	<u>10,546</u>	<u>12,005</u>
Total	\$62,606	\$73,732
<u>Contracted Service Cost</u>	<u>49,000</u>	<u>49,000</u>
<u>Estimated Savings</u>	\$13,606	\$24,732

- Comments:**
1. Court Management System Coordinator services (CMS) were first certified as required by Charter Section 8.300-1 in 1978 and have continued to be provided by an outside contractor since then.
  2. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor is attached.
  3. The Contracted Service Cost used by the Controller's Office is the amount budgeted by the Municipal Court for these services in 1993-1994.

4. Mr. Park-Li of the Municipal Court, reports that the new contractor to provide CMS services was selected through an interview process and the subsequent approval of the Court Management Policy Committee. The new contractor, Thomas Fiegenschuh, will replace the Shaffer Consulting Company and will have a one year contract commencing July 1, 1993 and ending June 30, 1994.

5. The new contractor, Thomas Fiegenschuh, is not a certified MBE or WBE.

**Recommendations:** Approve the proposed resolution.

attachment

## CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department      Municipal Court      For Time Period      FY 1993-94Contract Services      Court Management System Coordinator

- 1) Who performed services prior to contracting out?

Coordinator services were originally provided through the LEAA grant during development of the Court Management System (CMS).

- 2) Number of City employees laid off as result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

Coordinator has made the use of CMS more adaptable to office operations. City employees began to benefit from computer support.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None. The coordinator position crosses over nine City departments in supporting and using CMS.

- 5) How long have the services been contracted out?


Since 1978.

- 6) What was the first fiscal year for a Proposition J certification?

The year when Proposition J became legal in San Francisco.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

To meet our needs.



Department Representative  
Telephone: 554-4516



Item 13- File 38-93-8

- Department:** Department of Public Works (DPW)
- Item:** Resolution accepting a gift of a steam cleaner, valued at approximately \$30,000, for the Department of Public Works, Bureau of Environmental Services, from the Neighbors for Neighborhoods, a non-profit community outreach organization.
- Amount:** Equipment valued at \$30,000
- Description:** The Bureau of Street Environmental Services of the Department of Public Works (DPW) reports that the nonprofit organization Neighbors for Neighborhoods has offered to donate a steam cleaner for use by the Department in its efforts to remove graffiti and clean plazas and sidewalks throughout the City.
- Comments:**
1. Mr. John Roumbanis, Superintendent of the Bureau of Environmental Services at DPW, advises that the City currently owns 4 steam cleaners which are essentially water blasting machines that come with trailers for attachment to vehicles. Mr. Roumbanis states that the steam cleaner that Neighbors for Neighborhoods has offered to donate to the City is a larger model, which will help the Bureau handle the citywide graffiti removal program that will be launched in November of 1993. Mr. Roumbanis advises that DPW will eventually have to purchase more steam cleaners to handle the graffiti removal program, so the donation of a steam cleaner will reduce future equipment purchase expenses.
  2. According to Ms. Erica Henri of the Mayor's Office, the steam cleaner was originally donated to the Neighbors for Neighborhoods organization in early 1993 by Wells Fargo Bank. Neighbors for Neighborhoods used the steam cleaner in approximately twelve neighborhood clean-ups that were organized by the group. According to Ms. Henri, Neighbors for Neighborhoods will be unable to afford the cost of maintenance of the steam cleaner. The organization expects to focus in the future on sweeping and graffiti removal efforts that do not require heavy equipment. Mr. Roumbanis states that the steam cleaner is being donated to the DPW without conditions.
  3. Mr. Roumbanis states that DPW staff have examined the steam cleaner and found it to be in good condition. Mr. Roumbanis estimates that the annual maintenance cost, including gasoline, of the steam cleaner would be \$3,000 to \$4,000, which could be absorbed in DPW's maintenance budget. Mr. Roumbanis advises that, once the DPW purchases

the additional steam cleaners that will be needed to carry out the graffiti removal program, he anticipates that the maintenance cost of the donated steam cleaner will be added to the budget along with the maintenance cost of the new machines. The steam cleaner would be operated by DPW Laborers, who would be trained in-house.

**Recommendation:** Approve the proposed resolution.



Item 14- File 38-93-9

**Department:** Laguna Honda Hospital and Rehabilitation Center,  
Department of Public Health

**Item:** Resolution authorizing retroactive acceptance of a cash gift of \$64,003.32 for use by the residents and patients of Laguna Honda Hospital and Rehabilitation Center (Laguna Honda Hospital), and authorizing expenditure of the gift.

**Amount:** \$64,003.32

**Source of Gift:** Albert and Angela Zanini Trust

**Description:** The Department of Public Health reports that a cash bequest of \$64,003.32 has been made to the Laguna Honda Hospital and Rehabilitation Center, to be placed in the Patient Gift Fund for use by residents and patients of Laguna Honda Hospital.

**Comments:**

1. Mr. Anthony Wagner, Executive Administrator of Laguna Honda Hospital, advises that the Patient Gift Fund, for which this bequest would be used, provides patients with items that could not be funded otherwise. For example, Mr. Wagner reports that the Fund has been used to provide an extra-wide wheelchair, and a device for helping a hearing impaired patient to communicate. Both of these items were not covered by Medicare. Mr. Wagner states that the Fund is also used to provide transportation for patients to go on day trips outside the facility. According to Mr. Wagner, the Patient Gift Fund is administered by the Laguna Honda Hospital's Chief Financial Officer and the Director of Nursing, subject to the Executive Administrator's approval.
2. The bequest was deposited on May 18, 1993. Mr. Wagner reports that the bequest was accepted prior to Board of Supervisors approval in order to start earning interest on the deposited funds. Mr. Wagner states that no funds have been expended from the bequest.
3. Mr. Wagner advises that there will be no added cost of administering the bequest, which will be handled as part of the existing Patient Gift Fund.

**Recommendation:** Approve the proposed resolution.



Item 15 - File 39-93-1

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns two reports released by the 1992-93 Civil Grand Jury, as follows:

<u>Department</u>	<u>Report Title</u>
Sheriff	Pre-Trial Release Programs and Undocumented Foreign Nationals
Real Estate	Management and operations of the City's real estate holdings and Mid-Town Park Apartments

2. The Civil Grand Jury's recommendations, included in their report entitled Pre-Trial Release Programs and Undocumented Foreign Nationals, are as follows:

- The Mayor and City Attorney should expand drug and alcohol treatment programs available to pre-trial criminal defendants by use of funds impounded pursuant to the federal court orders in Stone. Supervised release of pre-trial county jail inmates to these expanded programs should be used as alternatives to pre-trial incarceration.
- The Sheriff and the Municipal Court should consider greater use of all alternative pre-trial release programs that have space available to use more effectively existing jail capacity, reduce the failure to appear rate, and better protect the public.
- The Sheriff, District Attorney, Public Defender, and Municipal Court should consider, in appropriate situations, the use of active electronic monitoring as an alternative to pre-trial incarceration of defendants.
- The City Attorney should research and advise the Sheriff's Department in writing as to how long current laws and regulations require it to hold prisoners for the Immigration and Naturalization Service (INS).
- The Board of Supervisors should prepare legislation to permit the Police Department and the Sheriff to identify all undocumented foreign nations to INS at the time of booking, in light of the adverse impact of the current sanctuary ordinance on jail overcrowding.
- The Sheriff should meet with the INS to improve coordination between the Sheriffs Department and the INS and to develop better procedures for: (1) interviewing and processing new prisoners suspected of being undocumented foreign nationals, and (2) release of prisoners to the INS in cases where the INS has found the prisoner to be an undocumented foreign national.

3. The Civil Grand Jury's recommendations, included in their report entitled Management and operations of the City's real estate holdings and Mid-Town Park Apartments, are as follows:

- The Mayor and the Board of Supervisors should submit an amendment to the City Charter which would establish a truly centralized Real Estate Department, consolidating the real estate functions of all City agencies, departments, and commissions except those of the Water Department, Port, Airport, and the open space and parks of the Recreation and Park Department. The function of such a department should be to manage actively the City's real estate holdings to realize their highest and best use. Excess property should be disposed of expeditiously. The proceeds from such sales should be returned to the department which had jurisdiction over such property and should be used only to maintain the City's infrastructure. The department should employ lawyers who are specialists in real estate law. All leases of City-owned property should be examined to determine if the lessees are fulfilling their legal obligations under the leases, and, if not, prompt legal action should be taken to enforce such obligations.
- The Real Estate Department's annual report of real estate holdings should be expanded to include all leased property and the principal terms and conditions of the leases.
- The Real Estate Department should conduct a comprehensive audit on the City's real estate holdings comparable to the Simmons Report of the Unified School District. This audit should identify all surplus real estate and should recommend whether each such surplus parcel should be leased or sold.
- The Board of Supervisors should obtain an independent appraisal to determine the fair market value of the Mid-Town Park Apartments.
- The Real Estate Department should sell Mid-Town Park apartments at its fair market value.

### Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the subject departments. The departments' responses are in the file.

2. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.

**Recommendation**

Prepare in and report out a resolution to transmit the two Civil Grand Jury reports and the Board of Supervisors' comments to the Presiding Judge of the Superior Court who empaneled the Grand Jury.





Item 16 - File 61-93-5

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution granting an extension of time for award of San Francisco Water Department Contract No. WD-2064R, for the installation of a 36-inch steel main in Dolores Street between San Jose and 25th Streets, 25th Street between Dolores and Sanchez Street, Sanchez Street between 25th and 22nd Street and 22nd street between Sanchez and Castro Streets.

**Description:** The proposed resolution would extend the period of time for the PUC to award a Water Department contract for the installation of a 36-inch steel water main in the above noted street locations. Section 6.1 of the Administrative Code stipulates that award of contracts over \$500,000 must be made within 30 days after the receipt of bids unless the time for the award is extended by resolution of the Board of Supervisors. Section 6.1 also provides for an additional 30-day period (for a total extension of 60 days) in order to develop, implement or improve a qualifying affirmative action nondiscrimination program, as required by Section 12.B of the Administrative Code. Since bids for contract No. WD-2064R were received on January 26, 1993, the total 60-day period extended to March 26, 1993.

The PUC reports that the Department received qualified bids from the following seven companies:

	<u>Gross Bid Amount</u>	<u>MBE/WBE Status</u>
1. A. Ruiz Construction Associates/ Ranger Pipelines, Inc.	\$2,508,364	MBE*
2. Mountain Cascade, Inc.	2,702,506	None
3. D'Arcy & Harty Construction, Inc.	2,820,220	None
4. Stacy & Witbeck/John Jenkins Construction	2,890,580	None
5. Esquivel Grading & Paving Inc./ Dorfman Construction Company	3,038,200	MBE**

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	<u>Gross Bid Amount</u>	<u>MBE/WBE Status</u>
6. Shimmick Construction Co. Inc./ San Luis Construction	\$3,125,310	MBE***
7. Homer J. Olsen, Inc.	3,166,600	None

\* A. Ruiz is a certified MBE

\*\* Esquivel Grading & Paving Inc. is a certified MBE

\*\*\* San Luis Construction is a certified MBE

A. Ruiz Construction and Associates/Ranger Pipelines, Inc., a joint venture, was selected as the contractor for the proposed project. According to Mr. Joe Pelayo of the City Distribution Division of the Water Department, additional time is required to award the contract because of the Department's review of a bid protest which was received on February 8, 1993, from Stacy & Witbeck/John Jenkins Construction, Inc., a joint venture. This bid protest contended that A. Ruiz Construction and Associates/Ranger Pipelines, Inc. did not meet the Human Rights Commission (HRC) requirements regarding MBE/WBE subcontracting goals and, as such, should not have been selected as the contractor by the PUC. Mr. Arnold Baker of the PUC's Contract Compliance Office reports that Stacy & Witbeck/John Jenkins Construction's specific contention was that A. Ruiz Construction and Associates/Ranger Pipelines had inflated the dollar amount designated for it's subcontractor. Mr. Baker advises that his office investigated this issue and determined that the amount designated for the subcontractor had not been inflated. Therefore, according to Mr. Baker, it was determined that the protest of Stacy & Witbeck/John Jenkins Construction, Inc. should not be sustained.

**Comment:**

On July 27, 1993, the PUC awarded the contract to A. Ruiz Construction and Associates/Ranger Pipelines, Inc., subject to the Board of Supervisors approval to extend the time of the award. As such, the contract would not be fully executed until the Board of Supervisors approves the extension of the time period for the PUC to grant the award.

**Recommendation:** Approve the proposed resolution.

Item        17        - File 172-93-29.1

**Department:**        Department of Social Services (DSS)

**Item:**                Resolution authorizing the Department of Social Services to execute a hold harmless agreement with the State Department of Social Services (SDSS) for the State pass-through of a wage supplement to selected individual providers of In-Home Supportive Services (IHSS) for a nine month period from October 1, 1993 through June 30, 1994, for the purposes of assuring cultural, ethnic, and language oriented services through community based organizations.

**Description:**        The DSS reports that the City received approximately \$29.2 million in State revenues for IHSS services for fiscal year 1993-94. The \$29.2 million plus \$8.5 million in General Fund monies (including realignment funds) for the City's share of IHSS costs would bring the total available for IHSS services for the City to approximately \$37.7 million for fiscal year 1993-94. IHSS services include domestic care, non-medical personal care and protective supervision services provided for the purpose of delaying or preventing out-of-home placement of the aged, blind or disabled. Such services enable IHSS clients to remain in or return to their homes and thus avoid inappropriate institutionalization.

The DSS advises that the City purchases IHSS services for clients under the following three service models: 1) the DSS contracts with National Homecare to provide services to clients who are not capable of hiring and supervising their own providers, 2) clients find and supervise their own individual providers (these providers submit time sheets to the State through the City and the State makes payments directly to the providers), and 3) the DSS contracts through September 30, 1993 with a consortium of non-profit providers who possess special qualifications with respect to language and ethnic cultures. The consortium recruits, trains and supervises providers who, by virtue of their having received this training and supervision, receive a \$1.00 per hour wage supplement in addition to their basic wage. DSS had hoped to replace this Consortium Model with a contract for a county wide registry for IHSS recipients (Registry Model). The Registry Model would include the services provided in the Consortium Model in addition to a registry/referral system. The State Department of Social Services is withholding approval for the Registry Model pending discussions with the federal Department of Health and Human Services (DHHS). The DSS reports that the SDSS and the DHHS will probably not resolve their issues within the current fiscal year.

Under the first two service models noted above, the State pays 65 percent of the provider's wage costs and the City pays 35 percent. Under the third service model, the State pays 65 percent of the basic wage costs and the City pays 35 percent of the basic wage costs; additionally, the City is responsible for the full \$1.00 per hour payment supplemental, which is transferred to the State.

Ms. Sally Kipper of the DSS advises that although the City is responsible for the payment of the \$1.00 per hour supplemental, the City would cover the supplement through unexpended County IHSS program funds. The unexpended IHSS program funds result from the delay in starting the Registry Model which has been allocated General Fund monies, but has not yet been approved by the State. The State is allowing the City to use these monies to cover the \$1.00 supplement. Ms. Kipper estimates that the total unexpended money will amount to \$180,000, if the Registry Model is not approved by June 30, 1994. Thus, there is currently no increased cost to the City to provide the additional \$1.00 supplemental payment.

The DSS entered into a Memorandum of Understanding (MOU) with the SDSS in June, 1991 to insure that the pass-through of the \$1.00 per hour City-funded supplement to selected individual providers is properly tracked and monitored through the SDSS' Case Management Information and Payroll System (CMIPS). The DSS is now proposing to enter into a modified MOU agreement which extends the agreement period from October 1, 1993 through June 30, 1994 and authorizes \$54,000 for the \$1.00 supplement for this period, or until the monies are expended. The DSS proposes to extend the modified MOU agreement because the previous modified MOU agreement expires as of September 30, 1993. The Board of Supervisors previously approved a two month extension of the MOU from August 1, through September 30, 1993 (File 172-93-29). The two month extension was requested in order for DSS to have time to plan for services through June 30, 1994, considering the delay in starting the Registry Model. The two month extension authorized \$20,000 for the \$1.00 supplement.

The modified MOU, as did the original MOU, contains a hold harmless agreement. The proposed nine-month agreement would provide that the SDSS be held harmless by the City for losses from injury, including death, to any person or damages to any property, arising out of the DSS's activities under the MOU or its contract with IHSS.

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**Comment:** The proposed hold harmless agreement is identical to the hold harmless provision that the City Attorney's Office had previously approved and is included in the original MOU agreement between the City and the SDSS and all previous modifications of the MOU agreement which were previously approved by the Board of Supervisors.

**Recommendation:** Approve the proposed resolution.





Item 18 - File 300-93-1

**Department:** Mayor's Office  
Commission on Aging (COA)

**Item:** Resolution urging the Mayor to submit a supplemental appropriation request to appropriate the \$100,000 reserve established by the Board of Supervisors in the 1993-94 budget for purposes of restoring the Senior Information and Referral Program Director and staff to provide senior information and referral services in an in-house Civil Service basis in lieu of contracting out these senior services.

**Amount:** \$100,000

**Description:** The Senior Information and Referral Program (Program) provides City-wide information, referral and follow-up services on a 24 hour basis, seven days a week, to senior citizens in San Francisco. In addition, the Program maintains the Elder Abuse Hotline, issues the Resource Directory and MUNI identifications, and provides out-station training and public orientation sessions.

**Comments:**

1. The Mayor's recommended 1993-94 budget for the COA eliminated the use of Civil Service employees for the Program, resulting in approximately a \$442,247 reduction from Fiscal Year 1992-93's budget. The COA instead included \$200,000 in funding to contract for the Senior Information and Referral services using an outside contractor. However, the use of such outside contractors are subject to Board of Supervisor approval of the Controller's Proposition J Certification that the services can be performed by an outside contractor at a lower cost than by Civil Service employees.
2. In August, 1993, the Board of Supervisors tabled a Resolution (File 25-93-19) which would have concurred with the Controller's certification that Information and Referral Program services could be conducted at less cost to the City through the use of a contractor.
3. Ms. Linda Jofuku of the International Federation of Professional and Technical Engineers Local 21 reported that 1) some of the services provided by the 1992-93 Program would not be offered by a private contractor (such as the Senior Gold Card Merchants Discount Program, other outreach efforts, and extensive publications), 2) the 1992-93 Program had an

established relationship in the community and had received local, State, and national recognition for its excellence, 3) the Civil Service staff were highly trained and had worked together for over 10 years and 4) in her opinion, the current trend is for local agencies on aging, such as the COA, to directly provide information and referral services to seniors rather than contracting out such services.

4. Ms. Teri Dowling, former Director of the Program (see Comment 7), advises that the actual costs of the Program for 1992-93 and the estimated full-year costs for 1993-94, if the Program is operated by Civil Service employees at the same capacity as in 1992-93, would be \$341,818 as follows:

	<u>FY 1992-93</u>	<u>FY 1993-94</u>
Salaries	\$228,585	\$232,654
Fringe Benefits	53,292	53,907
Other Costs (from Budget)	<u>55,257</u>	<u>55,257</u>
Total	\$337,134	\$341,818

5. However, the estimated Civil Service cost of \$341,818, as shown above, is \$141,818 more than the 1993-94 budgeted amount of \$200,000 for an outside contractor to perform the senior services.

6. If an additional \$100,000 is appropriated for the senior services, the total Program budget would be \$300,000 (\$100,000 reserve contributed by the Board of Supervisors plus the \$200,000 budgeted for contractual services).

7. Mr. Madden of the Controller's Office advises that if this proposed resolution is approved, the COA must still submit a supplemental appropriation request in the amount of \$100,000 to the Mayor's Office which would require approval of both the Mayor and the Board of Supervisors. However, Mr. Ishida advises that it is the intent of the Mayor's Office not to appropriate any additional funding (see Comment 9 below). Ms. Teresa Serata, the Mayor's Budget Director, confirms that the Mayor does not intend to approve this supplemental appropriation.

8. Ms. Dowling reports that approximately one week after the Board of Supervisors decided not to contract for the Information and Referral Program services, she was

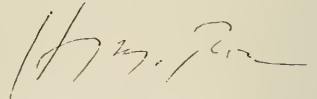
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

advised by Mr. Larry Ross, COA Fiscal Officer, that her position as Director of the Program had been eliminated. Mr. Ishida advises that Ms. Dowling has "bumped" into a lateral position at the Department of Public Health with no break in City service. Ms. Jofuku advises that because Ms. Dowling developed the Federally mandated Program and because of her knowledge, skills and experience with the Program, Ms. Dowling should be restored as the Director of the Program. The proposed resolution, if approved, would also urge the COA to restore Ms. Dowling as the Program Director.

9. Mr. Ross advises that \$27,500 was set aside for temporary salaries for Program staff for the month of July, 1993. Therefore, the total Program budget is \$227,500. Mr. Barrie Stewart of the Mayor's Office reports that the COA has now proposed to provide, in Fiscal Year 1993-94, a level of Senior Information and Referral services similar to the services provided in Fiscal Year 1992-93, within the \$227,500 level of funding with the existing City employees who are now on the project. However, according to Mr. Stewart, it is the position of the Mayor's Office that the Program Director position, costing approximately \$74,000 annually, is not needed. Mr. Ross advises that there are currently five full time equivalent positions on the payroll at a projected total annual cost of \$215,883. \$11,617 (\$227,500 less \$215,883) will be used to cover operating expenses. Mr. Ross states that due to changes to be made to the Program (i.e. incorporating the Program into the COA offices whereas before it had its own location on another floor), the \$11,617 for operating expenses is expected to be sufficient. However, Mr. Ross advises that there is a possibility that one of the current positions may be subject to layoff if it is realized at a later date that operating expenses are greater than anticipated. In light of the above, according to Mr. Ishida, the supplemental appropriation of \$100,000 is not needed.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee  
September 15, 1993 Government Efficiency and Labor Committee Meeting



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Leal  
President Alioto  
Supervisor Bierman  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Theresa Lee  
Ted Lakey

# CALENDAR

## GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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### RECESSED MEETING

WEDNESDAY, SEPTEMBER 22, 1993

10:00 AM

ROOM 228, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufinan, Susan Leal

CLERK: Mary Red

\* \* \* \* \*

### Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



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For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

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## CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 146-93-42. [Grant – Federal through the State Funds] Résolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for, accept and expend a grant of \$945,333, which includes indirect costs in the amount of \$98,814, based on twelve percent of salaries and an allocated City and County of San Francisco Interagency Housing Group match in the amount of \$315,115, which is twenty-five percent of the direct costs, from the United States Department of Housing and Urban Development for a mobile crisis team to serve homeless and formerly San Franciscans; providing for ratification of action previously taken. (Department of Public Health) (Continued from 9/1/93)
  - (b) File 146-92-46.9 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in an amount totalling \$239,835, for three contractors (The San Francisco Mime Troupe, \$80,000, to conduct a smoke-free theater project, San Francisco American Lung Association \$79,865 to conduct a Cessation Project for Youth, African Americans and underserved populations, and Lyon-Martin Women's Health Services, \$79,970, to conduct a Smoke Free Project serving Gay, Lesbian and Bisexual communities) (Public Health Department)
  - (c) File 94-93-6. [Grant – Regional Funds] Resolution authorizing the Public Utilities Commission to apply for and accept \$2.8 million of Bridge Toll Funds for SFMRIC lease payments and \$53.6 million of Regional and Federal funds such as Federal Transit Administration Section 8 and Section 9 Operating Revenues, Transportation Development Act (ACT), State Transit Assistance (STA), AB 1107 Half Cent Sales Tax, and Bay Area Rapid Transit District funds for 1993-94 Municipal Railway Operations and authorizing the expenditure of the Section 8 Planning funds. (Public Utilities Commission)
  - (d) File 144-93-5. [Grant – Federal Funds] Resolution authorizing the Executive Director of the Port of San Francisco to apply for, accept and expend \$6.5 million from the Federal Highway Administration and \$2.4 million from the Federal Transit Administration to improve rail access to the Port of San Francisco's Marine Terminals, foregoing reimbursement of indirect costs. (Port)
  - (e) File 146-93-17.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$477,323, which includes indirect costs of \$41,014 based on twenty percent of personnel costs, from the Centers for Disease Control to continue funding the Evaluation and Enhancement of HIV/AIDS Prevention Street and Community Outreach Programs that serve youth in high risk situations project (also known as the Youth SCOPE/AESOP Project). (Department of Public Health)



- (f) File 146-93-45. [Grant – Federal Funds] Resolution authorizing the Department of Health, Community Health Services, to apply for a grant of \$750,000, which includes indirect costs in the amount of \$28,270, based on twenty percent of salaries from the Centers for Disease Control and Prevention to replicate and evaluate the CHIPPS Environmental Intervention to prevent injury to seniors. (Department of Public Health)
- (g) File 146-93-46. [Grant – State Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, to apply for a grant of \$844,125, which includes indirect costs in the amount of \$51,318, based on fifteen percent of salaries and wages from the California Department of Health Services, for the continuation of Hepatitis B Immunizations to infants, high risk youth and selected middle school residents of San Francisco. (Department of Public Health)
- (h) File 146-93-47. [Grant – Federal Funds] Resolution authorizing the Department of Health, Laguna Honda Hospital and Rehabilitation Center, to apply for, accept and expend a grant of \$250,000, from the Mayor's Office of Community Development Block Grant Funds to provide handicapped accessible ramps and toilet facilities at the major entrances of the hospital; providing for ratification of action previously taken, and waiving indirect costs. (Department of Public Health)
- (i) File 146-93-48. [Grant – State Funds] Resolution authorizing the Department of Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$361,271, from the State Office of Traffic Safety, for the development of Traffic Injury Prevention Program; waiving indirect costs. (Department of Public Health)
- (j) File 146-93-49. [Grant – State Funds] Resolution authorizing the Department of Health, Family Mosaic Project, to apply for, accept and expend a grant of \$100,000, which includes indirect costs in the amount of \$10,000, based on ten percent of direct costs, from the San Francisco Foundation, Lifeline Initiative, to develop mental health care service delivery for children with serious emotional disturbances; providing for ratification of action previously taken. (Department of Public Health)
- (k) File 146-93-50. [Grant – Federal Funds] Resolution authorizing the Department of Health, Community Health Services, Family Health Bureau, to apply for, retroactively, accept and expend a grant of \$910,329, which includes indirect costs in the amount of \$8,567, based on twenty percent of personnel costs, from the Centers for Disease Control for Family Planning and HIV Clinical and Educational Services for Women; providing for ratification of action previously taken. (Department of Public Health)
- (l) File 146-93-51. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Health Service, Epidemiology and Disease Control, Sexually Transmitted Disease Division, to apply for, accept and expend a grant of \$799,929, which includes indirect costs in the amount of \$5,975, based on twenty percent of personnel salaries, from the Centers for Disease Control and Prevention, for a research study to evaluate HIV counseling models; providing for ratification of action previously taken. (Department of Public Health)



- (m) File 146-93-52. [Grant – Federal Funds] Resolution authorizing the Department of Health, Community Public Health Services, to apply for, accept and expend a grant of up to \$1,500,000, which includes indirect costs in the amount of \$174,858, based on twenty percent of salaries, from Community Substance Abuse Services for linked primary care, substance abuse treatment, mental health and case management services; providing for ratification of action previously taken. (Department of Public Health)
- (n) File 146-93-53. [Grant – State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuing allocation of \$3,000,000, from the California Department of Health Services to continue funding the AIDS Drug Assistance Program; waiving indirect costs. (Department of Public Health)
- (o) File 213-93-3. [Grant Funds – Airport Administration] Authorizing the Airports Commission to accept and expend funds from the Bay Area Air Quality Management District for a Caltrain/SFO Shuttle, for a one-year trial operation. (Airports Commission)

ACTION:

#### REGULAR CALENDAR

- 2. File 102-93-3. [Security Guards] Resolution urging the Mayor to reinstate the civil service security guard employees to their positions at City Hall. (Supervisor Hallinan)  
(Continued from 9/1/93)

ACTION:

- 3. File 27-93-18. [Airport – Lease Modifications] Ordinance approving Modification No. 3 of Lease and Use Agreement between Continental Airlines, Inc., and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

- 4. File 97-93-28. [Use of City Vehicles] Ordinance amending Administrative Code by amending Section 4.11 to delete the requirement that the Purchaser of Supplies assign vehicles to individual officers and employees and instead to authorize the Department Head to assign vehicles upon written justification from the individual officer or employee requesting the vehicle; to allow an exception to the prohibition against employees of the City and County using City vehicles for transportation to and from the employee's residence for any employee who is on call for work after his or her normal workday, for forensic pathologists employed by the Office of the Medical Examiner/Coroner using City vehicles for transportation in order to investigate death scenes before and after normal work hours, requiring the Medical Examiner/Coroner to keep records and requiring said records to be open to inspection by the Mayor and the Board of Supervisors; and to allow employees to garage City vehicles at their places of residence during non-work hours. (Supervisor Hallinan)

ACTION:





5. File 97-93-46. [Official Newspaper] Ordinance amending Administrative Code by amending Section 2.81 to require any bidders for the City's official advertising contract to certify in writing that newspapers will be delivered upon request. (Supervisor Hallinan)

ACTION:

6. File 112-93-2. [Official Newspaper] Resolution designating the San Francisco Independent as an Official Newspaper of the City and County of San Francisco, commencing October 1, 1993, on an interim basis not to exceed three months, for all official advertising of the City and County, which is required by law to be published more than one time but not more than three times a week. (Supervisor Hallinan)

ACTION:

7. File 106-93-8. [Compensation] Ordinance implementing the compensation provisions of the agreement between the International Federation of Professional and Technical Engineers, Local 21 and the City and County of San Francisco pursuant to Charter Section 8.409-1 et. seq. effective July 1, 1993. (Employee Relations Division)

ACTION:

8. File 97-93-48. [Acceptance of Gifts] Ordinance amending Administrative Code by amending Section 10.110 thereof, relating to the acceptance of gifts less than \$25,000 on behalf of San Francisco General and Laguna Honda Hospitals. (Department of Public Health)

ACTION:

9. File 25-93-21. [Contracting Out City Services] Resolution concurring with the Controller's certification that security services can be practically performed for the Central Shop by private contractor for lower cost than similar services performed by City and County employees. (Purchasing Department)

ACTION:

10. File 25-93-22. [Contracting Out City Services] Resolution approving the Controller's certification that parking management services for San Francisco International Airport can practically be performed by private contractor at a lower cost for the year commencing July 1, 1993 than if work were performed by City and County employees at presently budgeted levels. (Airports Commission)

ACTION:

11. File 25-93-23. [Contracting Out City Services] Resolution approving the Controller's certification that Airport Information Booth Program for San Francisco International Airport can practically be performed by private contractor at a lower cost for this program than if work was performed by City employees at presently budgeted levels. (Airports Commission)

ACTION:



12. File 25-93-24. [Prop J Contract] Resolution concurring with Controller's certification that services of the Court Management System Coordinator can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Municipal Court)

ACTION:

13. File 38-93-8. [Gift Acceptance] Resolution accepting gift of steam cleaner, valued at approximately \$30,000, for the Department of Public Works, Bureau of Street Environmental Services, from Neighbors for Neighborhoods. (Department of Public Works)

ACTION:

14. File 38-93-9. [Gift/Bequest - Private] Resolution authorizing the Department of Public Health, Laguna Honda Hospital, to accept and expend a gift of \$64,003.32, which includes no indirect costs from the Albert and Angela Zanini Trust for use by the residents and patients of Laguna Honda Hospital and Rehabilitation Center; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

15. File 39-93-1. [Grand Jury Reports] Transmitting the 1992-93 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

SHERIFF'S DEPARTMENT: Pre-Trial Release Programs and Undocumented Foreign Nationals.

REAL ESTATE DEPARTMENT: Management and operations of the City's real estate holdings and Mid-Town Park Apartments.

ACTION:

16. File 61-93-5. [Contracting Award Extension of Time] Resolution granting extension of time for award of San Francisco Water Department Contract No. WD-2064R, 36-inch steel main installation in Dolores Street between San Jose and 25th Streets, 25th Street between Dolores and Sanchez Streets, Sanchez Street between 25th and 22nd Streets and 22nd Street between Sanchez and Castro Streets. (Public Utilities Commission)

ACTION:

17. File 172-93-29.1. [Contract] Resolution authorizing the Department of Social Services to execute a hold harmless agreement with the State Department of Social Services for the State pass-through of a wage supplement to selected individual providers of In-Home Supportive Services for the period October 1, 1993 through June 30, 1994, for the purposes of assuring cultural, ethnic and language oriented services through community based organizations. (Department of Social Services)

ACTION:

18. File 300-93-1. [Senior Information and Referral] Resolution Urging the Mayor to release \$100,000 reserve monies as supplemental funding to urge the Commission on Aging to restore Senior Information and Referral Program Director and staff to provide senior information and referral services. (Supervisors Hallinan, Bierman, Shelley, Alioto)

ACTION:



CLOSED SESSION

19. File 45-93-59. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Elias Tsiknis against the City and County of San Francisco by payment of \$7,000. (City Attorney)

ACTION:

20. File 45-93-60. [Settlement of Litigation] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as Receiver for Gateway Federal Savings Bank, in the sum of \$21,378.00 (consisting of \$17,033.00 in tax refunds and \$4,345.00 in interest) to be paid in ten equal annual installments at seven percent per annum in interest over the ten-year period. (City Attorney)

ACTION:

21. File 45-93-61. [Settlement of Litigation] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as Receiver for Atlantic Financial Savings Bank, in the sum of \$197,959.48 (consisting of \$181,429.33 in tax refunds and \$16,530.04 in interest) to be paid in ten equal annual installments at seven percent per annum in interest over the ten-year period. (City Attorney)

ACTION:

22. File 45-93-62. [Settlement of Litigation] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as Receiver for Time Federal Savings and Loan Association, in the sum of \$120,158.71 (consisting of \$94,716.82 in tax refunds and \$25,441.89 in interest) to be paid in ten equal annual installments at seven percent per annum in interest over the ten-year period. (City Attorney)

ACTION:

23. File 45-93-63. [Settlement of Litigation] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as Receiver for Imperial Federal Savings Association, in the sum of \$666,190.42 (consisting of \$532,388.93 in tax refunds and \$133,801.49 in interest) to be paid in ten equal annual installments at seven percent per annum in interest over the ten-year period. (City Attorney)

ACTION:

24. File 45-93-64. [Settlement of Litigation] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as Receiver for Pacific Coast Federal Savings Association, in the sum of \$131,795.31 (consisting of \$92,872.07 in tax refunds and \$38,923.24 in interest) to be paid in ten equal annual installments at seven percent per annum in interest over the ten-year period. (City Attorney)

ACTION:

25. File 45-93-65. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Angelo Larmey against the City and County of San Francisco by payment of \$11,543. (City Attorney)

ACTION:





**REVISED**

Item 1j - File 146-93-49

SEP 26 2000

**Department:** Department of Public Health (DPH),  
Family Mosaic Project

SAN FRANCISCO  
PUBLIC LIBRARY

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a new grant of \$100,000, which includes indirect costs in the amount of \$10,000, from the San Francisco Foundation, Lifeline Initiative.

**Grant Amount:** \$100,000

**Grant Period:** September 1, 1993 to September 1, 1995 (two years)

**Source of Funds:** San Francisco Foundation, Lifeline Initiative

**Description:** The DPH, Family Mosaic Project provides case management services to children/youth with severe emotional disturbances and their families. This project, which is administered by DPH, is a three year old pilot program funded by the Robert Wood Johnson Foundation and State grant funds. The intent of the project is to demonstrate the feasibility and effectiveness of a coordinated interagency case management approach to service delivery for children/youth with serious emotional problems and their families, in order to minimize out-of-home placements and to promote treatment in the least restrictive setting. Additionally, the project is implementing fiscal strategies to restructure the way funds are used to purchase services for the target population.

DPH is proposing to use the proposed grant funds to augment existing contracts with three community-based agencies in order for these agencies to purchase technical and programmatic assistance. Such assistance would be aimed at enabling these agencies to provide case management services to emotionally disturbed children/youth and their families within a framework modeled after the Family Mosaic Project. The three community-based agencies include Richmond Area Multi-Service Center, Instituto Familiar de la Raza, and Bayview Hunter's Point Mental Health Clinic. The Richmond Area Multi-Service Center specializes in providing mental health services to the Asian community in San Francisco. The Instituto Familiar de la Raza specializes in providing mental health services to the Chicano/Latino population in the City. The Bayview Hunter's Point Mental Health Clinic specializes in providing mental health services to African-Americans living in the southeast section of San Francisco. The DPH envisions these three agencies working in

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

partnership with the Family Mosaic Project to provide extended neighborhood based and culturally sensitive service delivery models.

**Budget:**

Contract Services

Bayview Hunter's Point Mental Health Clinic	\$30,000
Instituto Familiar de la Raza	30,000
Richmond Area Multi-Service Center	30,000

<u>Indirect Costs</u>	<u>\$10,000</u>
Total	\$100,000

**Required Match:** None

**Indirect Costs:** \$10,000

**Comments:**

1. The DPH reports that each of the three above noted community-based organizations is considered to be a comprehensive mental health clinic in that their services include all age groups. The DPH notes that currently between 25 percent and 40 percent of these agencies' services are directed to children, youth and families. The DPH advises that these agencies' mental health services are reimbursed primarily through contracts with the DPH, Division of Mental Health and Substance Abuse.
2. The DPH advises that the grant application, which was due to the grantor by March 8, 1993, has already been submitted. As such, the proposed resolution provides for ratification of action previously taken.
3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant .
4. The DPH has prepared a Disability Access Checklist for the proposed grant program which is included in the Clerk's file.

**Recommendation:** Approve the proposed resolution.

Division DPH  
Section Children's Services- Family Mosaic  
Contact Person Joanna Uribe  
Telephone 695-5194  
Application Deadline March 8, 1993  
Notification Expected July, 1993

Application	Deadline	March 8, 1993
Notification	Expected	July, 1993

Full Board

7. Summary - Key findings, conclusions, recommendations (number, priority, timing, resources, and personnel)

II. Outcomes/Objectives:

#### IV. Effects of Reduction or Termination of These Funds:

### V. Financial Information:

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Sources(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Robert Wood Johnson Foundation Grant and SAMSA Community Block Grant

Will grant funded employees be retained after this grant terminates? If so, how?  
N/A

Source: Continental Seminar, Open Bid      Sole Source: X      (If Sole Source, list the name of the vendor)



Item 13- File 38-93-8

**Revised**

**Department:** Department of Public Works (DPW)

**Item:** Resolution accepting a gift of a steam cleaner, valued at approximately \$30,000, for the Department of Public Works, Bureau of Environmental Services, from the Neighbors for Neighborhoods, a non-profit community outreach organization.

**Amount:** Equipment valued at \$30,000

**Description:** The Bureau of Street Environmental Services of the Department of Public Works (DPW) reports that the nonprofit organization Neighbors for Neighborhoods had offered to donate a steam cleaner for use by the Department in its efforts to remove graffiti and clean plazas and sidewalks throughout the City.

**Comment:** Mr. John Roumbanis, Superintendent of the Bureau of Environmental Services at DPW, advises that the proposed gift of the steam cleaner to the DPW has been withdrawn. Therefore, the proposed resolution should be tabled.

**Recommendation:** Table the proposed resolution.

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